The Coleman Memorial Library provides graduate student study spaces as follows:

<table>
<thead>
<tr>
<th>Space</th>
<th>Room Number</th>
<th>Access Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Individual Carrels</td>
<td>A100</td>
<td>Assigned Key</td>
</tr>
<tr>
<td>2 Graduate Group Study</td>
<td>A317/A319</td>
<td>Check out key @ Commons Desk</td>
</tr>
<tr>
<td>Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Individual Study Rooms</td>
<td>A309/A310</td>
<td>First-Come/First-Serve</td>
</tr>
</tbody>
</table>

Guidelines and procedures governing the use of graduate study space are outlined below. Carrel privileges may be revoked if guidelines and procedures are violated.

**Acquiring an Assigned Study Carrel:**

- Individual assigned study carrels are for the use of Florida A & M University students who are enrolled in a PhD program and are in the writing stage.
- Assigned carrels are intended for PhD students writing dissertations.
- Assigned carrels are intended for those in the final stages of advanced research. This must be validated by the signature of the academic chair on the carrel application.
- The Library will assign carrels through a lottery of approved applications.
- Information on the carrel application must be kept accurate and updated. Contact information on the application will be used to communicate with the carrel occupant. The occupant is responsible for all communications sent to the address(es) supplied.

**Assigned Carrel Access and Occupancy:**

- Carrels may only be used during the hours that the library is open.
- Entry to the carrel suite is by Rattler Card swipe.
- Keys and/or Rattler cards must not be loaned.
- Lost Rattler Cards must be immediately reported to the Rattler Card Office and to the Library Circulation Department.
- Lost Keys must be immediately reported to the circulation desk. A new key will be issued and the occupant assessed a replacement fee of fifty dollars.
- Carrels must be kept locked when not in use, and not left unattended.
- Assigned occupants may not sublet carrels.
- Security concerns are to be reported to the Library Circulation Department.
- FAMU Libraries will not be responsible for personal or charged-out library items stored in the carrel.
- The carrels must not be used as alternative office, storage or living space.
• All activities must be such that they permit and respect the quiet research needs of others.
• The Library reserves the right to periodically monitor the use/nonuse of each carrel. The minimum use is five times a month.
• Some carrels are assigned for one year.
• Some carrels are available for checkout for a period of four hours.

Using an Unassigned Study Carrel:

• Unassigned study carrels are to be used by Florida A & M University graduate students, on a first-come first-serve basis. Students must check out keys at the Circulation Desk.
• Carrels may only be used during the hours that the library is open.
• Lost Rattler Cards must be immediately reported to the Rattler Card Office and to the Library Circulation Department.
• Lost Keys must be immediately reported to the circulation desk. A new key will be issued and the occupant assessed a replacement fee of fifty dollars.
• Carrels must be kept locked when not in use, and not left unattended.
• Security concerns are to be reported to the Library Circulation Department.
• FAMU Libraries will not be responsible for personal or charged-out library items stored in the carrel.
• Carrels are available for checkout for a period of four hours.
• All activities must be such that they permit and respect the quiet research needs of others.

Furnishing/equipment/wireless access:

• All carrels are equipped with a built in lighted desk/wall shelf combination and chair. Each carrel has sufficient electrical outlets and access to the campus network.

• Main windows and door windows are to remain uncovered at all times.

• Walls must be kept free of holes and tape or other uses that could cause damage.

• No cooking/heating appliances, lamps, candles, etc., are to be brought to the carrel.

• Maintenance concerns are to be reported to the Library Circulation Department.

• The occupant will be responsible for any damages made to the carrel.

• Personal equipment used in the carrels must meet University safety guidelines and certified CSA approved symbol.

• The occupant will be solely responsible for personal items stored in the carrel.

• Regulations regarding food in the library apply to the carrels as well.

• Smoking is strictly forbidden.
Storage of Library/Research Materials:

- Occupants must check out circulating library materials that will be retained in the carrel and are solely responsible for materials stored there.

- Reference, serial, and microform and media materials are to be used in the relevant areas unless borrowing arrangements are made with those departments.

- Occupants are solely responsible for the security of their research materials.