

**FLORIDA STATE UNIVERSITY  
UNIVERSITY LIBRARIES  
GRADUATE STUDENT CARREL APPLICATION**  
(Please Type or Print Legibly)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LIB. CARD #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
City State Zip PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DEGREE PURSUING: Ph.D or Masters

MAJOR PROFESSOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

Semester for which carrel is desired: FALL 20\_\_\_\_ SPRING 20\_\_\_\_ SUMMER 20\_\_\_\_

Have you ever had a carrel in the Dirac Library YES NO  
Have you ever had a carrel in the Strozier Library YES NO

I have read and understand the attached "Policies for Use of Faculty and Graduate Student Carrels" form and agree to the following:

- Carrels are issued to currently enrolled students and are requested because of a definite need to conduct research and writing (e.g. dissertation or thesis).
- The library is not responsible for items left in the carrels.
- I understand the FSU key bank will be given my name as the holder of the key I possess.
- Library staff will be entering the carrel on a monthly basis to check for violations.
- Three violations will result in my expulsion from the carrel.
- The key to the carrel is my responsibility; therefore, I will pay any cost incurred if the library needs to re-key the room due to my failure to return the key when asked or if I fail to file a police report if the key is lost or stolen.
- I hereby agree that if I lose the key to the carrel or fail to surrender it at the end of the assigned period, the Library may request the University to withhold all official records such as transcripts and withhold permission to register.
- I understand that I may be denied an extension if there is a waiting list or violations.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
SIGNATURE OF MAJOR PROFESSOR IN CHARGE OF DISSERTATION/THESIS/RESEARCH

**LIBRARY USE ONLY**

Application received: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
FSUCard Verified: YES NO Staff: \_\_\_\_\_  
Previous carrel assignment check: Dirac: \_\_\_\_\_ Strozier: \_\_\_\_\_  
Key Card Issued Date: \_\_\_\_\_ Date Key Due: \_\_\_\_\_ Key Returned Date: \_\_\_\_\_

Notice	Date	Comments
First		
Second		
Final		

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Revised 8/2007