

Faculty Research Carrels Policy

Charles C. Myers Library

University of Dubuque

1. The Charles C. Myers Library has eight research carrels located on the mezzanine of the Couchman Reading Room of the Myers Library.
2. Research carrels are assigned by the University Librarian for one semester (fall, spring, summer) at a time.
3. To request a research carrel, email the University Librarian (mknefel@dbq.edu) by the October 1 (spring semester) and April 1 (summer and fall semester).
4. Full-time faculty members have first priority but carrels may be assigned to professors emeriti, staff and adjunct faculty on occasion. They cannot be reserved for students.
5. Carrels are assigned in the following priority (in order) to those: a) finishing a dissertation or terminal degree, b) on sabbatical, c) working on a writing project, including a Wendt project. Priority will also be given to faculty members who have never been assigned a carrel. Carrels will be assigned as fairly as possible between college and seminary faculty.
6. Faculty will be notified by email when carrels are assigned. Normally this will be at the end of the semester before they are assigned the carrel. (For fall, you will be notified by May 1; for spring, December 1.)
7. Faculty who wish to renew a carrel for another semester should notify the University Librarian via email by October 1 (spring semester) and April 1 (summer and fall semester). These requests will be considered with all other requests. The carrel will be assigned for a maximum of one year and will not be assigned permanently to anyone.

Adopted February 20, 2007