



STUDY CARREL RESERVATION FORM

User Profile:

Date: _____

- UA&P Graduate Student
- UA&P Faculty Member
- Administrative Personnel

Name: _____ Active email address: _____

School / Department: _____ Program & Year Level: _____

Date and Time of Use: _____

Requested by: _____
Signature of Applicant

Approved by: _____
Signature over printed name/date

Remarks:

Please read the Use Policy at the back of this form

LIB.FORM NO. 004



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Study Carrel Use Policy

1. Due to the limited number of study carrels available (18 units), their assignment must be based on need and reservation, and only to their valid users: UA&P faculty members and administrative personnel enrolled in a thesis course, and graduate students who are working on their theses. Only one user may occupy each carrel at a time.
2. In order to give equal chances to all valid users, reservations can be made for a maximum of four hours per day for five days. Requests for extension beyond four hours shall be arranged with the DEEL Librarian on the same day and shall be granted depending on availability of carrels. Renewal for another five-day period may be made on the last day of the original reservation.
3. Unreserved study carrels can be used by any valid user on a first-come, first-served basis. Their availability can be verified with the library staff at the circulation counter.
4. The drawer key of the carrel can be secured at the circulation counter upon submission of a duly accomplished reservation form and presentation of a valid UA&P Identification (ID) card. The key must be surrendered to the librarian on duty at the circulation counter upon leaving the Library premises.
5. The Library strongly discourages leaving personal belongings (e.g., bags, laptops, handheld devices) in the carrels and drawers. The Library is not responsible for any lost items.
6. Unchecked-out library materials may not be kept in the drawer.
7. The library staff can provide assistance upon request.