**Wolfson College**

# Library Carrel Allocation

Carrels are provided for members of College without access to suitable private study space. There are seven casual carrels that are available daily without prior booking on a first-come, first-served basis. As demand for the 27 individually allocated carrels normally exceeds supply, there have always been guidelines for their allocation, which are reviewed from time to time. The Senior Tutor, in conjunction with the Accommodation Office, is responsible for the allocation and use of carrels, administration of keys, paperwork, etc. The Senior Tutor is the final arbiter if questions arise in assessing the priority of an applicant when allocating a carrel.

Requests for a carrel should be made by completing a College Carrel Application Form outlining the reasons for the request. Carrels are allocated in the first instance to those whose departmental, faculty library, or private facilities for work are inadequate.

The current procedure for carrel allocation is as follows:

1. Top priority is given to Graduate Students, especially to those in the process of writing up a thesis, particularly if they have young children and are living out of College. The Senior Tutor may occasionally allocate carrels to other members of College (Fellows, Visiting Scholars and Members of Common Room) normally for specific limited periods and in special cases such as completion of a particular project. Common Room members allocated a carrel may be asked to vacate if it is required for a student at high priority, but will be given notice of at least one month.
2. A refundable key deposit of £50 is payable.
3. Carrels are allocated in the first instance for up to a maximum of one year, being renewable by the Senior Tutor only in special circumstances following a written application for an extension (for example, the final stages of writing up a thesis under pressure). In this way, as many students as possible are given the chance to benefit from the use of a carrel during their course.
4. Carrels are not normally allocated to those living in study-bedrooms in College. Consideration is given when two students share couples accommodation, or when students in family accommodation have small children.
5. Given availability, the Senior Tutor may at her discretion make short-term allocations of carrels to individuals whose case is not the strongest on the condition that the carrel is vacated at a week's notice.
6. There are currently seven casual carrels (A330 to A336 inclusive). From October 2020 these carrels will be available to book online. Restrictions will apply. More information will be available in due course.
7. If there is evidence that a carrel is not being used, or used improperly, the occupant will be requested in writing to return the key. Please note that carrels must not be used for student teaching or for meetings.
8. The Accommodation Office will inform carrel holders before their period of allocation is due to expire. Occupants wishing to stay in their carrels must apply each academic year.
9. 20 lockable library storage drawers are available which are allocated on a termly basis and a key deposit of £32.25 is payable.

Further documentation on the conditions of use of carrels and application forms are available from the Accommodation Office.

Senior Tutor

August 2020