

# Study Carrels and Desks in the Reid Library



*This guide explains how the study carrels in the Reid Library and the desks in the Scholars' Centre are allocated and outlines the rules for their use.*

There are 72 places available in the **study carrels** in the Reid Library building – 52 on the second floor and 20 on the third floor. Carrels are shared. Most carrels have two places, but some have three.

There are three types of **study desks** in the Scholars' Centre:

- **Reserved Desks** 57 desks which are allocated to individual students;
- **Unreserved Desks** 28 desks (including window seats) which are available for daily use.
- **Visitors' Desks** 5 desks which are reserved for visiting scholars.

## Allocation of Carrels and Desks

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Applications for carrel places and desks can be submitted throughout the year. Application forms are available from the Scholars' Centre or on the Library Web site:

[http://www.library.uwa.edu.au/\\_data/assets/file/0020/10568/Study\\_Carrels\\_and\\_Desks\\_in\\_the\\_Reid\\_Library.pdf](http://www.library.uwa.edu.au/_data/assets/file/0020/10568/Study_Carrels_and_Desks_in_the_Reid_Library.pdf)

If you are one of the following types of student, you are eligible to apply for a study space:

- PhD;
- Master's by research;
- Higher degree (master's or doctorate) by coursework;
- Honours students.

The following students are **not** eligible to apply for space:

- Graduate certificate and graduate diploma students;
- Undergraduate students.

The initial allocation is for one semester, which can be renewed on request if you are still eligible. If you cannot be allocated a place, you will be put on a waiting list.

Carrel and desk places will not be allocated to students who already have accommodation in their School of Faculty.

Visitors' desks are allocated by the Principal Librarian of the Scholars' Centre in response to official requests from Schools. Preference is given to scholars using the collections and services in the Reid Library building.

## Students With Disabilities and Medical Conditions

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A limited number of carrel places are available for students who disclose a disability or a chronic medical condition and request assistance.

Please contact the University's Disability Office on 6488 3809 (or 6488 7864) if you require this service.

## Carrels and Desk Rules

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Please read the following rules which apply specifically to the carrels and desks. If you do not observe these rules, we may have to withdraw your study space.

Carrel and desk keys are lent through the Library's circulation system. If you lose your key, we will charge you \$25 for a replacement key.

Carrels and desks will be surveyed during the semester. If you are not using your carrel or desk, you will be asked to return your key and your place will be reallocated.

Your carrel or desk place is allocated specifically to you. You should not give or lend your key to anyone else.

All the books you keep in your carrel or on your desk for more than a day must be borrowed through the normal loans procedures. Journals and non-borrowable material must not be kept in study spaces for more than one day at a time. Carrels and desks will be checked regularly, and any items which are not on loan to you will be returned to the shelves.

If you are going to be absent from the University for a month or more, please notify the staff in the Scholars' Centre.

The carrels are not soundproof. Please keep talking and noise to a minimum.

Please switch off your reading light when you leave your carrel. Otherwise, night security staff will have to enter your carrel to switch off the light.

Please do not cover up the window of your carrel completely. In an emergency, we need to be able to see if you are still in your carrel.

The Library's general rules also apply to the carrels and desks. In particular, please note the following rules:

- Smoking is prohibited in the Library.
- With the exception of bottled water, food and drink are prohibited in the Library.
- Mobile phones must be switched off before entering the Library.

Students using the unreserved desks are expected to remove their belongings before the Library closes each day.

## Further Information

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Further information is available from the Scholars' Centre – phone 6488 1585 or call in to the second floor of the Reid Library building.