



CARREL INFORMATION

Carrels are individual study desks in the Library, allocated to postgraduate students to give priority to them for their use. There is a locker that can be used for personal items with the carrel and students can reserve certain Open Shelf library books to remain at the desk if they are using them on a regular basis.

Carrels are available in the Berkeley/Lecky/Ussher and Hamilton Libraries to postgraduate students registered for Masters and Doctorate degrees only. Application forms can be obtained from the Admissions Counter in the Berkeley Library and the Hamilton Library Service Counter.

- Only postgraduate students **currently registered for a Masters or Doctorate** may apply
- Until the end of October, carrels will be allocated to research-only students (Ph.D, M.Litt.)
- From November, remaining carrels will be allocated to taught Masters students

REGULATIONS

Lockers are provided with every carrel. These are intended for personal papers only, and at the user's own risk. Library books or journals not on loan **MAY NOT** be placed in lockers. A deposit of **€20.00** for the locker key must be paid. If the key is lost or not returned by the specified date, your deposit will be forfeited.

RESERVATION OF BOOKS

Open Shelf library books may be reserved for use at carrels. Please bring the book(s) you wish to reserve to the relevant Service Counter along with your student ID card, where the counter staff will issue the items for use on your carrel. A reservation slip with date due for return will be placed in each book. Normally, you will be allowed to keep the book(s) at your carrel for up to 12 weeks; renewal is not possible. Books without the reservation slip will be removed when the carrels are checked each morning. If another reader wishes to consult a book reserved on your carrel you will receive an e-mail requesting return of the item to the relevant Service Counter. Failure to return the book within three days will incur a fine of €1.25 per day until the item is returned. No more than 10 books may be reserved at any one time.

A courtesy e-mail will be sent to remind you before the due date for return of books held on your carrel. Failure to return books to the Service Counter on or before the due date will result in fines. Overdue books have fines of 50c per day for the first two weeks and thereafter the fines increase to €1.00 per day.

The following categories of material **MAY NOT be reserved:**

1. Books with the prefix REF, BIB, PERM RES, Behind Counter, RESEARCH AREA
2. Any journals
3. Law reports, statutes, parliamentary papers, Official Publications
4. Theses
5. Material from the Closed Stacks
6. Additional categories may be added at the Librarian's discretion

More ...

CONTACT DETAILS

Depending on where your carrel is located, please inform the appropriate person in writing or by e-mail if:

- (a) you no longer require your carrel
- (b) you are no longer "on books"
- (c) you have a change of address
- (d) you require further details

Berkeley/Ussher Library: Ms Iris Bedford (ibedford@tcd.ie)

Lecky Library: Ms Ruth Potterton (rpttrton@tcd.ie)

Hamilton Library: Ms Mary Caffrey (mcaffrey@tcd.ie)