

**Reserved Carrel Locker Policy**  
**Carey S. Thomas Library, Denver Seminary**

Sixteen study carrels have lockable compartments that are available for reservation on a first come, first served basis with payment of a key deposit fee. The deposit fee will be forfeited if the key is not returned by the stated ending date (unless a renewal has been requested and approved prior to the ending date.)

If all carrel lockers are reserved and there are additional requests for them, the prioritization of need below will be used. Users who are at the low end of the prioritization list will have to forfeit their locker in favor of higher priority reservations. The most recent reservation for low priority use will be the first to be dropped.

**One day** locker use: (From library opening to ½ hour prior to library closing the same day.) \$5.00 key deposit required (refunded when key returned on time.)

**One week** locker use: \$10.00 key deposit required (refunded when key returned on time.)

**One semester** locker use: \$20.00 key deposit. **SEMESTER USE REQUIRES COMPLETION OF REQUEST FORM & LIBRARY ADMINISTRATOR APPROVAL.**

Library Carrel Locker Reservation Request Forms are available from the library circulation desk attendant. Completed request forms (for semester use) will be submitted to the Library Director no more than 30 days prior to the beginning of the semester. Lockers may be reserved for one semester at a time. Requests will be considered on a "first come, first served" basis. Reserved lockers are available to Denver Seminary students or graduates, Denver Seminary Faculty, Adjunct Faculty, Staff, Visiting Scholars, Visiting Professors and Administration. Other requests will be handled on a case by case basis. When a locker request has been approved for the semester, the person reserving the locker will pay a \$20.00 deposit in order to get a key for the locker to keep for the duration of the reservation period. (The person may choose a locker from those that are available).

**APPROVED REASONS FOR SEMESTER LOCKER RESERVATION:**

**Top priorities:**

1. Official Denver Seminary research assistant to faculty.
2. Student has an approved Denver Seminary Doctor of Ministry Project proposal.
3. Student has an approved Denver Seminary M. A. Thesis or M. A. Project proposal.
4. Visiting Scholar approved by Academic Dean.
5. Visiting Professor approved by Academic Dean.

**Lesser priorities:**

1. Denver Seminary faculty/staff/graduate with an approved doctoral dissertation proposal.
2. Denver Seminary faculty/staff/graduate writing a book for publication.
3. Denver Seminary student needing a place to leave books/backpack rather than carrying them around campus during the day or carrying them home at night.
4. Adjunct professors teaching (during the semester teaching at Seminary)

**REQUEST FORM ON BACK. ►**

## SEMESTER RESERVED CARREL LOCKER REQUEST FORM

\_\_\_\_\_ requests a reserved library locker for  
(print name)

\_\_\_\_\_ semester from \_\_\_\_\_ to \_\_\_\_\_  
(semester/year) (beginning date) (ending date)

Check your reason for requesting a locker reservation:

- ☐ I have an approved Denver Seminary Doctor of Ministry Project proposal.
- ☐ I have an approved Denver Seminary M. A. Thesis or M. A. Project proposal.
- ☐ I have a doctoral dissertation approved proposal.
- ☐ I am writing a book for publication.
- ☐ Other. Please explain. \_\_\_\_\_

\_\_\_\_\_

If this request is granted, I understand that only books I have checked out may be left in my locker. I will keep my books/papers, etc. in the locked box at the carrel at times when I am not at the carrel. I understand that I am responsible for any library books checked out to my account whether at home or in the library. I understand that it is my responsibility to renew books when due and that overdue fees will be charged for overdue books checked out for my carrel locker \*\* I understand that library reference books, reserve books, journals/periodicals may NOT be left in the carrel locker. I understand that any such items will be collected, statistics done and the items reshelfed by library staff. I understand that my carrel should be left empty (except for items in the locker), when I am not working at the carrel. I understand that the library cannot guarantee security of my personal belongings/ books/papers, etc. I understand that I must remove all personal items from my reserved carrel by the last day of my reserved time period.

I understand that the locker key deposit will be refunded to me if I return the key to the desk attendant before library closing time on the day my reservation expires.

- ☐ I am currently leasing carrel box #\_\_\_\_\_. This is a renewal request.

\_\_\_\_\_ Date: \_\_\_\_\_  
(requester's signature)

Seminary ID# \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
(Library Administrator)