

End-of-the-Year Protocols
Visiting Scholar Shelves & Study Carrels
Marquand Library

1. All Marquand books need to be returned or renewed before June 1. Please bring all items to one of the front desks to do this. If you will be vacating your carrel/shelf at this time—Seniors, Graduate Students who will be away in the summer and on leave in the fall, and shelf holders who will no longer need a shelf--please return all books. All books that need to be renewed will get the new color flags for 2009-10, with the new 2010 due date.
2. Separate out all ReCAP and ANNEX books, which need to be brought to Erin McGuigan or left on the bottom shelf of her ReCAP/Annex cart in the 2nd Marquand workroom. All *ReCAP-Marquand Use Only* books, must go to Erin to return or renew. Other ReCAP books (circulating) and all Annex books may be returned to Firestone or another library. If in doubt, return all to us, so that these books don't end up in Marquand stacks.
3. A&A Graduate Students: If you will be keeping your carrel AND will be *in residence and enrolled* in the fall, you do not need to fill out a new carrel card at the desk, we will assume you will remain where you are.
4. All current carrel holders, except for Seniors: If you wish to change carrels, please fill out a new card at the desk and specify up to three carrels, in order of preference, or name a floor, and your requests will be honored in the order in which they are submitted. Please DATE your card for this purpose. Requests are not guaranteed and agreements may not be made independent of the librarians. [Card information is below, for those unable to come into the library.]
5. SENIORS and those not around in the summer or not enrolled in the fall: a) Return all Firestone, etc. books to Firestone, etc. b) Clear carrels of all personal items before leaving, including items posted on desks. Otherwise, personal items will be disposed of. c) Return your carrel key to Rebecca Friedman, or you will be charged \$10.
6. JUNIORS: those of you with shelves will need to clear them out as noted above. If the books on your shelf are needed in the fall, please have them renewed. Please fill out a carrel/shelf card for the fall (as noted in no. 4), listing your top three choices in the upper-right-hand corner (or a floor) – carrels won't be assigned until the summer. Note: *There most likely will not be enough available third-floor carrels for everyone.*
7. Non-A&A graduate students and faculty need to communicate their intentions to continue to need a carrel in Marquand in the summer and during the 2009-10 academic year (below). Shelf holders may keep shelves for as long as there is a need to use Marquand resources.

Questions? E-mail marquand@princeton.edu .

Today's Date _____ Carrel or Shelf _____

Name _____

Department/Institution _____

Undergrad. Year _____ Grad. _____ Fac. _____ Visitor _____

Local address _____

Telephone _____ E-mail _____

Date leaving: _____ Signature _____