

June, 2011

Dear Colleagues,

As some of you may know, members of Graduate Student Association have been working to revise the library's policy regarding when students could reserve a personal locked carrel in Moody Library. The former policy required that students have all of their course work complete before being eligible for a personal locked carrel. Since students in the religion department are technically still in coursework when they take their preliminary exams, the old policy prevented students taking exams from having a personal locked carrel, except under unusual circumstances.

The library just recently accepted the GSA's proposed revision to this policy, which now permits students to reserve a personal locked carrel during the year leading up to their exams. Thus, students taking exams in the spring of 2012 are now eligible for a carrel (though they may be waitlisted due to a limited number of available carrels). Additionally, students preparing for exams will be given priority over master's students working on a thesis. Under the new policy, doctoral students who are writing their dissertation will have first priority, doctoral students in the year prior to prelims will have second priority, and master's students writing a thesis will have third priority. You can read more about the details of the policy here:

<http://www.baylor.edu/lib/circ/index.php?id=64154>. Unfortunately, the wording on this page is somewhat deceptive (students "must have completed all coursework in the degree program OR be in the final semester of preparation for the preliminary or qualifying examination required by the program"). For religion students, "the final semester of preparation for the preliminary or qualifying exams" means the summer and fall leading up to the spring exams. On the carrel application form (found here: <https://www.baylor.edu/lib/circ/index.php?id=64357>) you can see under the status drop down menu that doctoral students doing exam preparation now qualify for a carrel.

You'll notice on the application form that you have to supply the name of the committee chair or department chair and that person's email address. Please input **Dr. Nogalski's name** here, *not* your academic or dissertation adviser. Once the library receives your form, you'll receive a confirmation email from websrvr@baylor.edu. Shortly thereafter you'll receive an email from Alice Linkous asking you to supply a letter from your advisor stating that you have completed your course work. At that point, email **Lisa** Long, lisa_m_long@baylor.edu with your request, and she will send Alice a letter from Dr. Nogalski confirming that you are preparing for prelims or are writing your dissertation. Once Alice receives that letter, you will either be given a carrel or be placed on the wait list.

While the GSA wishes that all doctoral students could have their own carrels in the library, space in the library does not permit this. In light of that, we are pleased that students preparing for prelims are now eligible for a carrel and have priority over master's students. Doctoral students who are neither dissertating nor studying for prelims are still able to check out day-use locked carrels.

Please feel free to contact me if you have any questions.

Sincerely,

Heather Gorman
Graduate Student Association Representative