



University of St. Michael's College  
Faculty of Theology

**LIBRARY CARREL**

Carrels for the use of Advanced Degree students who are registered in the Faculty of Theology at the University of St. Michael's College are available in the Kelly Library. Carrels are assigned for one academic year, from September 1<sup>st</sup> to August 31<sup>st</sup>. Students must apply for use of a carrel, including renewals, each year. Students may use a carrel for a maximum of three (3) years.

When the Student Financial Aid Committee assigns carrels, priority is given to PhD and ThD doctoral candidates who have completed their comprehensive exams successfully and are working on their dissertation. If circumstances permit, other advance degree students may also be awarded a carrel bursary. Depending on the number of applicants, students may be asked to share a carrel.

In order to ensure the fair allocation and security of the library carrels, we ask carrel users to abide by the following:

- Please sign out your key each day from the designated library staff when you're using your carrel. You do not need to return the key during the day if you leave the library, but you must return the key before the end of the day.
- Please return your carrel key by the end of the academic year or you will forfeit your key deposit.
- Please do not "sublet" or "share" your carrel with students who were not allocated a carrel.
- If your carrel is not used for more than 4 weeks (except in the case of a reasonable absence), the carrel will be reassigned.
- Please abide by the policy that the Kelly Library staff set for the use of carrels.

**DEADLINE TO APPLY: Second Friday in September each year.**

Submit your application to the Student Services Officer  
(Rm 307 Muzzo Alumni Hall)

**Kelly Library Carrel Bursary**

**APPLICATION FORM**

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Program: ☐ ThD ☐ PhD ☐ ThM ☐ MA If Other, please specify \_\_\_\_\_

Year in Program for this new academic year \_\_\_\_\_

Currently, I am:

- ☐ taking courses, and have completed \_\_\_\_\_ courses;
- ☐ working on my comprehensive exams;
- ☐ working on my thesis proposal;
- ☐ writing my thesis.

Have you been assigned a carrel in the Kelly Library before?

Yes ☐ No ☐

If yes, what was the carrel number? \_\_\_\_\_

If yes, what academic years? \_\_\_\_\_

If you are assigned a carrel, for which semesters will you need it?

Fall ☐ Winter ☐ Summer ☐

If you are assigned a shared carrel, do you have a preference with whom you will share the carrel? Yes ☐ No ☐

If yes, with whom? \_\_\_\_\_

If you are assigned a shared carrel, will you decline the use of the carrel? Yes ☐ No ☐

Are you eligible for the Ontario Student Opportunities Trust Fund (OSOTF); i.e., are you either a Canadian Citizen or Permanent Resident who has lived in Ontario consecutively for the past 12 months at the time of application? Yes ☐ No ☐

Are there circumstances that support your need for a carrel? Please indicate them on the back of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_