

Dissertation Writing Room Carrel Assignments

The purpose of this room is to provide a place for students who have passed their comprehensive exams, are currently taking dissertation credits, and are pursuing dissertation research and/or the writing phase of their program, to work in a quiet environment.

- Dissertation Writing Carrels are available to University of Pittsburgh PhD program candidates with a valid Pitt ID Card, and a signed authorization from their School's Graduate Program Director, on a first come first serve basis. Completed request forms should be directed to the room coordinator located at the Hillman Library Donald S. Wood Service Desk. You will be emailed when your carrel assignment is available.
- Carrels are assigned for the academic year September 1 through the last day of the summer term in August. All carrel keys must be turned in by the last day of summer term in August. After that date, the library is authorized to dispose of any personal material stored in the carrel. If space is not available requests will be waitlisted in the order they are received.
- The Dissertation Writing Room is accessed by a combination lock. This combination is provided when the carrel key is assigned and claimed. There will be a \$40.00 charge for any lost keys to your assigned carrel. Failure to turn in a key by the date specified will result in a \$40.00 charge.
- Library staff cannot provide access to the room in absence of your University ID.
- The Dissertation Writing Room is for use only by students with carrels. You are not permitted to give access to the Dissertation Writing Room to anyone. The Dissertation Writing Room carrels are to be used by the assigned student only. Visitors are not permitted.
- Please respect your fellow PhD candidates and do not hold conversations in this room. If you disturb others, you will forfeit your use of this room.
- Only personal materials and checked out library materials may be stored in carrel. Do not store valuable property in the carrel as the library is not responsible for any items stored. Non-circulating and uncharged library materials are not to be stored in the carrel at any time. Library materials in the carrel must be checked out to a Pitt ID Card.
- Food, drinks, weapons, or hazardous materials are not permitted to be stored in the carrels.
- You may be assigned either a carrel or a locker but not both.
- The back door is for emergencies only. It cannot be used as an exit or propped open for any reason except library emergencies. An alarm will sound if the door is opened.
- Students may receive a carrel for no more than 2 years.
- Inspections of assigned carrels are conducted regularly by Library staff who are authorized to remove materials that violate regulations. Fees may be applied to an assignee's library account for the following: uncharged and non-circulating materials and food items or inappropriate stored beverage items. If violations are found on two (2) inspection tours, your Graduate Studies reading room and carrel privileges will be permanently revoked.
- Due to high demand, subscriptions to the Dissertation Writing Room are not available to students from the Medical Schools, Law, Fine Arts, Music, Engineering, or Biology.

Contact the Information Service Desk staff Sean Ross (sar164@pitt.edu) or Caroline Brown (lola1@pitt.edu) with any questions.

***Non-compliance with carrel policies will result in the immediate loss of Graduate Studies Room and carrel assignment. I understand these policies and agree to abide by them.**

Name (Printed)

Date

Signature

DISSERTATION WRITING ROOM ELIGIBILITY FORM

PhD program candidates who have passed their comprehensive exams and are currently taking dissertation credits are eligible for carrel space in our Dissertation Writing Room. Students must supply departmental verification by submitting this form. This form should be completed by the student's Graduate Program Director.

Student Name

Date

University ID No. (2P...)

This form is confirmation that the above student has passed their comprehensive exams and is qualified by the department to pursue the dissertation research and/or writing phase of their program.

School

Department Name

Name

Title

Email

Signature

Staff Use only:

Staff

Date

Carrel #