AMERICAN UNIVERSITY OF BEIRUT
UNIVERSITY LIBRARES

Using Carrel Room Application (For Graduate Student)

NAME: _____
(Last) (First) (Middle)

E-mail Address: _____ **Tel:** _____

Faculty: _____ **Major:** _____ **ID.No.** _____

Conditions

1. Letter from thesis advisor stating that the student is in actual preparation of the thesis

2. You Agree to the following:

a. Carrel key should not be lent to anyone

b. The use of cellular phone is prohibited inside the Carrels' room

c. Smoking, food and drinks are not allowed inside the Carrels' room

d. The library is not responsible for any book or personal belonging left

e. You are solely responsible for lost books or damaged furniture

f. All library books must be checked at the circulation desk before using them in the carrel

g. The Circulation Librarian and staff have the right to check your carrel at any time

h. An amount of 100,000 LBP is to be paid as a deposit, fully refundable after returning the key with your **original receipt**.
(No refund will be made if the original receipt is not available)

(The AUB Library reserves the right to withdraw privileges without notice)

Signature _____ Date _____

LIBRARY USE ONLY

Approved By: _____ Date: _____ Carrel no. _____

Letter From Professor: _____ Payment Date: _____

Refund Date: _____ Refund Payment Voucher no. _____