

Marvin Duchow Music Library, McGill University

Music Graduate Student Carrels and Study Rooms: Guidelines

Introduction

Graduate students in Music have two options with respect to carrels and study rooms for their specific use in the Music Library. They may sign up for carrel space in the public reading areas of the 5th floor or they may request a carrel in A407 or A507 if they are preparing for their comprehensive (“comps”) exams. Please contact Melanie Preuss (melanie.preuss@mcgill.ca) regarding all carrel assignments.

General use

- All library materials to be left at an assigned carrel must be officially signed out to that carrel.
- All circulating McGill University books and scores may be signed out to a carrel.
- Each item loaned to a carrel must display a carrel slip (provided by the 4th-floor service desk). Materials without a slip will be regularly retrieved and returned to the stacks.
- Monuments of music and collected editions (M2s, M3s), reference books, reserve items, periodicals and a/v material may *not* be left on carrels in the public area or in A407/A507.

Rooms A407/A507

- Rooms A407 and A507 are primarily intended for Music graduate students preparing for their “comps.”
- Music graduate students *not* preparing for “comps” are welcome to use A407/A507 on a drop-in basis, subject to space availability. Keys to the rooms may be obtained from the 4th-floor service desk.
- Group study sessions among Music graduate students preparing for their “comps” may take place in A407 and A507, but only if there are no other students in the room who wish to study individually for their “comps.” Individual graduate students studying in the room but not preparing for their “comps” should vacate the room if students preparing for their “comps” want to work together. Students who would like to work together – but who might disturb those studying for their “comps” – should find another location (see “Alternative study spaces” below).

Alternative study spaces

- Bookings for Music Library group study room A501, as well as for group study rooms in other McGill Library branches, may be placed through the following system:
<http://libraryrooms.mcgill.ca/booking/groupstudy>.
- Reservations for Music Library seminar rooms (A410, A412, A510, A512) may be requested through the booking system managed by the Schulich School of Music:
<https://rbs.music.mcgill.ca/building/day.php?area=15>.

Contact

Please address questions, comments, or suggestions to Cathy Martin, Music Library Access Services Coordinator (cathy.martin@mcgill.ca).