



ASSIGNED STUDY ROOM REGULATIONS

In signing this form, I attest that I understand and agree to the following:

1. All information provided on the submitted application is accurate.
2. Library staff will enter the room periodically to check on room condition and contents (see 3-5 below).
3. All library materials in an assigned study room must be checked out or they may be removed and reshelved.
4. The condition of the room is the responsibility of the person to whom the room is assigned. Do not tape items to walls because this will damage the paint. Clean up and report spills and accidents to the 1st floor Circulation desk or to Library Administration. If you find that the room already has problems when you are first assigned to it, please let Library Administration know immediately in order to avoid fines. You will be fined for any damage beyond normal wear and tear.
5. Please unplug any electronic items when you leave the room to conserve energy. No microwaves, hot plates, refrigerators, coffee makers or other appliance of this type should be used in the study room.
6. Please keep noise to a minimum. The study room is intended for individual study and research. Should you invite guests to your study room, please keep your voice down in order to avoid disrupting researchers in surrounding areas. Wear headphones when listening to music or audio files.
7. No candles, incense, smoking or any open flame is permitted in the library.
8. The study room may only be used during the hours that the library is open.
9. Doors on the study room will lock automatically. Be sure to take your key when you leave the room!
10. Exit the study room and library immediately whenever the building emergency announcement is made.

Failure to conform these polices will be cause for revocation of the study room assignment. Your academic department chair, research chair, and /or Dean of the College may be informed of major infractions.

Name:

Signature:

Date:

Bring this form to Library Administration Room 417 when you come to collect room keys.