



SHERROD LIBRARY
GRADUATE (354) AND ADJUNCT (355) STUDY ROOMS
GENERAL INFORMATION, POLICIES, AND REGULATIONS

GENERAL INFORMATION

Sherrod Library's Graduate and Adjunct Study Rooms are for the exclusive use of ETSU graduate students and adjunct faculty.

POLICIES

Sherrod Library's Graduate and Adjunct Study Rooms are available to all currently enrolled graduate students or currently employed adjunct faculty only. The room is accessible whenever Sherrod Library is open. The rooms are accessible by card-swipe access only (current ETSU ID card required).

Lockers in the room are available on a first-come, first served basis. Lockers may be checked out for up to one semester with no renewals. There is no waiting list for lockers. Locker applicants will complete an application form, available in Sherrod Library administration, 4th floor. All applicants will be charged \$10 for lost keys. An additional service charge will be levied at the going rate if a lock change is required.

GRADUATE AND ADJUNCT STUDY REGULATIONS

1. Library staff will enter the room periodically to check on room condition and contents.
2. All library materials in a graduate or adjunct study room locker must be checked out or they may be removed and reshelfed.
3. Clean up and report spills and accidents to the circulation desk or 4th floor administration.
4. No microwaves, hot plates, refrigerators, coffee makers or other appliance of this type should be used in the study rooms.
5. Please keep noise to a minimum. The study rooms are part of the library's "silent zone" and are intended for quiet study and research, not for group work or meetings. No conversation, headphones or cell phones allowed.
6. The study rooms may only be used during the hours that the library is open.
7. Doors on the study room will lock automatically. Be sure to take your id when you leave the room for reentry!
8. Exit the study rooms and library immediately whenever a building emergency announcement is made.



APPLICATION FOR GRADUATE OR ADJUNCT STUDY ROOM LOCKER

Complete this application and submit to the library administration office, 4th floor, or send by email to Kathy Gregory (GREGORYK@etsu.edu). You will receive a response within 5-7 business days. Note: you can save this form.

PERSONAL INFORMATION

Name: _____ Status: Grad student () or Adjunct faculty ()

ETSU ID: _____ ETSU email: _____

Address: _____

Phone number: _____

I have read and understand "general information, policies and regulations" about the Adjunct and Graduate Study Rooms. I attest that the information provided on this form is accurate.

Signature: _____ Date: _____

[Same FOR OFFICE USE ONLY block as on the application for assigned study rooms
(<http://sherrod.etsu.edu/sites/default/files/images/AssignedStudyRoomsApplication.pdf>)]