

SPECIAL USE ROOMS

GUIDELINES FOR STUDY AREAS

Group Study Rooms

Atlanta University
Robert W. Woodruff Library
Atlanta, Georgia

Room Reservations

Group Study

The Robert W. Woodruff Library currently has eight rooms available to be reserved for group study. Faculty and students are strongly encouraged to reserve rooms at least one day in advance of the date needed. Reservations are not accepted over the phone.

Main Level

Atlanta University Center (AUC) faculty and students may reserve any one of the group study rooms located on the main level for up to three hours at a time during normal hours of operation. Persons seeking to reserve a room will be asked to present a valid AUC campus photo ID at the Reference Desk on the Main Level. NOTE: Rooms must be occupied within fifteen (15) minutes of the onset of the reservation. After fifteen minutes have passed, the rooms may be occupied on a first-come, first-served basis until the next reservation goes into effect. Capacity: 12

Upper Level

Atlanta University Center (AUC) faculty and students may also reserve Rooms A, B and C located on the Upper Level (near the Virginia Lacy Jones Exhibition Hall) for up to three hours at a time between 8:30 a.m. and 5:00 p.m., Monday through Friday. After 5:00 p.m. Room D will also be available for use. Persons seeking to reserve a room will be asked to present a valid AUC campus photo ID at the Reference Desk on the Main Level. NOTE: Rooms must be occupied within fifteen (15) minutes of the onset of the reservation. After fifteen minutes have passed, the rooms may be occupied on a first-come, first-served basis until the next reservation goes into effect. Capacity: 10

Faculty Study Areas

Eastern Michigan University
Bruce T. Halle Library
Ypsilanti, Michigan

Six study rooms on the second floor of the Library (205M, 205N, 214B, 214C, 214D and 214E) can be "checked out" by faculty on a daily, first-come, first-served basis. Interested faculty can sign-in in the Library's Client Services Office (Room 116), and in exchange for their Eagle Card will be given a key to one of the study rooms for the remainder of the day. Upon return of the room key their Eagle Card will be returned to them.

Six study rooms on the third floor of the Library (307E, 307F, 312C, 312D, 312E, 312F) can be shared (minimum two people per room) on a semester basis. Occupants can renew or return keys at the end of each term. To request space in a shared faculty study room contact [staff member].

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

University of Arkansas
University of Arkansas Libraries
Fayetteville, Arkansas

Policy for Mullins Library Faculty Studies Eligibility

All members of the University teaching and research faculty (including non-tenure-track faculty), as well as emeritus faculty, are eligible for faculty studies.

Graduate students may apply for a graduate carrel. Carrel assignments are governed by a separate policy (contact the Circulation Department).

Faculty applicants must be working on a specific research project in order to be assigned a study.

Applicants may print out the application online (PDF) or stop by the Dean's Office (Mullins, Rm. 206) and pick one up.

Applications must be approved by the relevant college dean and department head, and must be submitted to the library Dean's Office no later than May 15 each year.

Disbursement of Assignments

Of the 66 available faculty studies, 60 percent (40 studies) will be assigned to tenure-track faculty members. Approximately 30 percent (20 studies) will be set aside for tenured faculty. Approximately 5 percent (3 studies) will be set aside for non-tenure-track faculty, and 5 percent (3 studies) for emeritus faculty. Faculty in all these categories will be assigned studies on a first-come, first served basis within their category.

Length of Assignments

The length of assignment for appointed tenure-track, tenured, and non-tenure track faculty is two years, maximum. These faculty may go through the application process again at the end of the second academic year, and their application will be reconsidered at that time.

The length of assignment for emeritus faculty is one year, maximum. These faculty may go through the application process again at the end of the academic year, and their application will be reconsidered at that time.

Occupants are asked to notify the library Dean's Office if they no longer need their study before the designated maximum period has ended. Doing so will allow another applicant on the waiting list to make use of the study.

Study Policies

Occupants may not unofficially sublease studies assigned to them. However, occupants may formally request to share a study with another eligible occupant (see above for eligibility). If a key is lost, the occupant assigned to that key must pay for the key replaced at the University's Key Office.

Smoking, food, and small appliances (including electrical space heaters) are prohibited in faculty studies. Commensurate with library policy, drinks in spill proof metal or plastic containers may be used in the studies.

Scholar Study Rooms

Dartmouth College
Dartmouth College Library
Hanover, New Hampshire

Scholar Studies Information

Eligibility

The Baker-Berry Library assigns scholar studies to individuals in support of their scholarly activities. The majority of scholar studies are assigned on a term-by-term basis to eligible faculty, visiting faculty, visiting scholars with appointments, faculty spouses/partners, and administration, as well as a few select graduate

and undergraduate honors thesis writers. Having a quiet, separate and secure location to leave research materials within the Baker-Berry Library is a wonderful privilege.

General Expectations

Scholar studies are very popular spaces and there can be a waitlist for studies. Lockers are available throughout Baker-Berry and Sherman libraries for anyone assigned to the waitlist.

Because of limited space, the studies are assigned for given periods of time with an expiration date for each occupant. All occupants have certain obligations and responsibilities that are outlined in an agreement that is signed prior to occupancy.

A \$25 refundable key deposit is collected from each occupant at the time the agreement is signed.

All studies are equipped with a desk, chair, bookcase and light. There are Ethernet ports but phone usage (cell or land line) is not allowed in the study areas. The studies are only open during regular library hours.

All library material must be checked out prior to being housed in the studies. Library staff will occasionally enter the studies to ensure that library materials are checked out to the study occupant.

Usage of the studies is monitored one week at random each term. Each occupant is expected to return monitoring sheets within a one week time frame to confirm that they are using the study.

Studies are not meant for multi-media projects that would increase noise in the area. There is a no smoking, no dog and no food policy in effect for the library studies.

Faculty/Visiting Faculty/Administrators

These are mostly term use studies. A select few year long assignments are available to those agreeing to use it regularly over the course of a full year.

Scholar studies are not substitute offices and are assigned only to the individual signing the agreement. They may not be secondarily reassigned by the occupant without consultation with the library. Spouses/partners must apply separately for study spaces and are never automatically guaranteed space in a study.

Recalled items will not be retrieved from the study for the occupant. The faculty member is responsible for returning books prior to leaving the area for extended periods of time.

A faculty member who is planning to be away on a foreign study program or a leave of absence must relinquish the study prior to leaving the area. All library and personal materials must be removed from the study by the faculty member. The faculty member's department will be contacted regarding any needed arrangements for materials left in a study. The library will not be responsible for moving the contents of the study.

Visiting Scholars

Visiting scholars must have official appointment letters and be eligible for a Dartmouth library card.

Graduate and Undergraduate Thesis Writers

Thesis studies are shared by 2 occupants to better serve the graduate and undergraduate population.

The coordinator will e-mail a letter of application to the thesis advisor after a request is made by a student. Upon receipt of the returned form, the student will be put on a waitlist for a study. Studies are only assigned for one term at a time. In order to make it equitable for all, those who have not had a study before, will be given preference over those that have had a study. These assignments are for the approved occupants only and may never be reassigned or shared with a non approved occupant.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Individual Study Carrels

Binghamton University
Binghamton University Libraries
Binghamton, New York

Guidelines for Locked Study Carrels

Library study carrels are available to registered students based upon an agreement by the Library and the Senate Library Committee. *Assignments are based on the following priority groups.*

Priority Groups

- First: PhD students who are designated as ABD by Binghamton University
- Second: PhD students who have already completed their master's degree
- Third: Graduate students

Occupants are expected to adhere to the guidelines, including vacating the carrels at the expiry date. Failure to comply with study carrel guidelines will result in termination of study carrel privileges.

1. The Library does not assume any responsibility for personal property, including private computers, left in study carrels by occupants.
2. All study carrels have been provided with a connection to the Binghamton University network. All computers located in study carrels must be powered off when the occupant is not present. Computers that are left on may be powered off by Library staff. Due to security concerns, private computers may not be configured to function as a server or host server-type services to remote users. Study carrel occupants are expected to comply with the Binghamton University Computer and Network Use Policy. Violations will result in immediate suspension of services.
3. All Library materials in study carrels must be charged out to the carrel occupant. Study carrels will be checked regularly; books and periodicals not charged will be removed. A notice will be left for materials not properly charged to patrons. A second notice will constitute grounds for automatic termination of carrel assignment during a semester.
4. Smoking, food or drink, appliances, heating and cooling devices are prohibited in all study carrels. New York State Public Health Law 13-E prohibits smoking in the Library.
5. Objects are not to be attached in any manner to study carrel walls, doors or glass panels. Due to safety and security considerations, any material covering glass panels will be removed.
6. Carrel occupants must indicate use of the carrel by initialing sign-in sheets. If the indications are that the person to whom the study carrel is assigned is not using the carrel at least once a week, it may be reassigned to another patron. Reassignments will not be made without notice. When, under special circumstances, a carrel occupant will not be using the carrel for an extended period (two weeks or more), the occupant must notify the Head of Circulation Services.
7. Study carrels are not to be shared without prior approval. Carrel occupants who allow unauthorized use of their carrels are subject to termination of their carrel privileges.
8. If a carrel occupant reports (s)he has lost their carrel key, a \$35.00 lock change fee will be assessed to reimburse fees charged to the Library.
9. If a carrel is not vacated by the date the assignment expires, occupant will be assessed a \$35.00 lock change fee and a hold will be placed on Library and Registrar records. This procedure is necessary to protect each occupant's privacy and personal property.

University of Illinois at Urbana-Champaign
University Library
Urbana, Illinois

STUDY CARRELS

Over 300 study carrels are available in the Main Bookstacks. UIUC faculty and graduate students, as well as visiting scholars sponsored by a UIUC academic department, are eligible for carrel assignments.

Professional college students, such as Law or Medical students, qualify for carrel assignments in the same ways that apply to other graduate students. Carrels for users with disabilities are also available. Due to high demand and limited availability, two to four persons may sometimes be assigned to share a carrel.

All library materials kept in study carrels **MUST BE** charged out to the carrel occupant's personal ID. Materials charged to a personal ID or materials which are the personal property of the carrel occupant must display a blue streamer. Uncharged library materials will be returned to the shelves. Carrel occupants are responsible for renewing any materials kept in their carrel. Fire regulations prohibit any materials covering carrel windows facing into the Bookstacks. Posters and other materials will be removed if found.

ALL LIBRARY MATERIALS OR PERSONAL ITEMS LEFT IN CARRELS ARE LEFT AT THE RISK OF THE CARREL OCCUPANT. THE LIBRARY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ITEMS LOST OR STOLEN FROM A STUDY CARREL.

Types of Carrels and Eligibility

- **OPEN CARRELS:** Located on all floors except Deck 5; unlocked; furnished with a desk, chair, lamp, and open to casual browsers.
- **LOCKED CARRELS:** Located on all floors; locked; furnished with a desk, chair, lamp, bookshelves and a folio cabinet in which to store library materials.
- **FACULTY CARRELS:** Located only on decks 4, 5, 6, and 9; locked; air-conditioned; furnished with a desk, chair and bookshelves. **ELIGIBILITY:** Faculty and visiting scholars.

Procedures for Obtaining a Study Carrel

Fill out a carrel application form in the Main Circulation Office, Room 203 Main Library.

Carrel assignments are generally provided upon request. You must present your UIUC ID card to pick-up your carrel assignment.

Carrel renewal letters are sent out by the Main Circulation Office. You must sign and return this form promptly if you wish to renew your carrel assignment.

Atlanta University
Robert W. Woodruff Library
Atlanta, Georgia

Individual Study Carrels

Individual study carrels may be rented for the semester by faculty and students who are presently engaged in ongoing research. The study carrel application must be completed, signed by the appropriate university officials, and submitted to the Office of the Director for approval. For a copy of the study application form, [click here](#).

Baylor University
Moody Library
Waco, Texas

Types of Carrels and Assignment Priorities

Faculty

A limited number of keyed carrels are available for faculty members.

Graduate Students

A limited number of keyed carrels are available for graduate students.

Because of the limited number of keyed study carrels, all graduate double carrels must be shared.

Graduate carrels will be assigned on a first-come, first-served basis. If all graduate carrels are full, students will be placed on a waiting list.

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Honors College students

Honors students obtain study carrels by contacting the Honors Program Coordinator.

Open Carrels and Group Study Rooms

There are nine carrels without doors on the second floor of Moody Library that are available to anyone.

Also on the second floor of Moody Library are four large, glassed-in group study rooms. These rooms accommodate 6–8 persons, and include dry erase boards and projection screens. Computer projectors are available for checkout in the Prichard Information Commons. Contact the Prichard Information Commons to reserve the use of a group study room.

There are numerous “Quiet Study” carrels located on the second and third floors of Moody Library. These carrels, identifiable by green signs on the doors, are available on a first-come, first-served basis. Please do not leave any materials or personal items in these carrels as they can not be locked.

Procedures and Policies

Assignment and Renewal

Carrels are assigned to clients (faculty and graduate students) for a period of one semester. Carrels may be renewed, but the number of renewals is limited. Master's students may have a carrel for a maximum of one academic year (one fall term, one spring term, and one summer term). Doctoral students may have a carrel for a maximum of two academic years (two fall terms, two spring terms, and two summer terms). Faculty may have a carrel for a maximum of two academic years. Faculty who have exhausted their two years may request to be added to the end of the faculty waiting list at the end of the two year period. It is important, therefore, to plan ahead and request a carrel for the period when its use will be most beneficial.

Renewal notices are automatically distributed via email. If a study carrel is not formally renewed or released, fines will be assessed and the carrel will be made available to the next person on the waiting list.

Library Materials

Library materials kept in keyed carrels must be properly checked out. Carrels are monitored weekly by library staff. Library materials found that are not properly checked out will be removed. Journal issues and bound volumes are not to be left in carrels, and they will be removed.

Furniture and Maintenance

Carrels are furnished with a chair, desk, shelves, and a bulletin board. Library furniture from other areas of the building may not be moved into the carrels. Smoking and eating are not permitted in the carrels.

Security

Keyed carrels should be locked at all times when not in use. The Baylor University Libraries assume no responsibility for the loss of or damage to personal possessions that are kept in closed carrels.

Disregard of any study carrel policies will be cause for withdrawal of the carrel assignment. Study carrel policies are posted in each study carrel.

Student Lockers

Marlboro College
Rice-Aron Library
Marlboro, Vermont

Lockers Policy

Thirty lockers are available for off-campus students only. Lockers are located on the ground level of the Rice Library.

Locker assignments are made at the Rice-Aron Library Service Desk.

Students must fill out this form and return it to library staff.

All lockers must be emptied at the end of the semester, even if the student will be returning the following semester.

Lockers not emptied by students will be emptied by library staff. Items left in lockers will be placed on the lost and found shelves in the Recycling Closet that is located on the middle-level connecting corridor.

Reference materials, periodicals, reserve materials, or uncharged items may not be kept in lockers.

Food and drink may not be kept in lockers.

The Library Director reserves the right to open lockers if necessary to remove reference materials, periodicals, reserve materials, uncharged items, food, and illegal or dangerous items. Illegal or dangerous items stored in lockers will be confiscated and the student will be reported to the appropriate authorities.

Failure to comply with the above regulations may result in loss of locker privileges.

Dartmouth College
Dartmouth College Library
Hanover, New Hampshire

Steel lockers in Berry are on the Lower Level (south wall, near the elevator) and Level 4 (south wall near the east elevator), and in Baker on Levels "A" and 5 (southeast corner, near the smaller elevator). There are also some steel lockers in Sherman Art Library, in the southwest corner of the east room on the main floor. The steel lockers have combination locks, whose combinations will be given out as lockers are assigned.

Cabinet lockers are reserved for students working on theses. They are in Berry Levels 3 and 4 along the north walls. Keys may be obtained at the Circulation Desk on application, and must have verification by the signature of the student's instructor. The user must keep his key connected with its barcoded tag. Both key and tag are to be returned to this desk when vacating the locker. The paper tags are susceptible to being torn by accident; please exercise care to avoid this. A replacement fee of \$25.00 (see LOST KEYS below) may be applied if the key cannot be properly checked in due to a missing barcode tag.

All library materials in lockers MUST be checked out, using the personal ID card of the locker holder. The loan period will be determined by the privileges of the user's borrower category. Please remember to renew items, if necessary, even when stored in the locker. If needed by another patron, materials may be recalled after the first two weeks. Personal belongings (except food and beverages) may be stored in the lockers. Food and beverages are not permitted in Baker/Berry Stacks at any time. The library staff retains the right to periodically inspect locker contents; any library books found not properly checked out will be returned to the stacks, and the borrower may forfeit the privilege of using a locker.

Please note, occupancy and use of a locker does not supersede the library's policies on recalled materials. In the event of a recalled item, borrowers are obligated to return it within the due date specified on the recall notice.

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Lost Keys

A replacement charge of twenty-five dollars (\$25.00) will be levied if one's key is lost. Students must take the responsibility for having their keys when needed. Library staff will not open lockers by request in the event of a forgotten key.

How to Apply

Fill in this application and submit it to a staff person at the Baker-Berry Circulation Desk. We will attempt to assign lockers to all applicants. If there are more applicants than lockers, senior class students will have priority.

Library Responsibility

Locker assignments are confidential. The library staff will not divulge your name, locker number or combination. In the case of a forgotten combination, library staff will provide the combination only after checking your ID against the list of locker assignments. As noted above, the claim of a forgotten key for the cabinet lockers will not permit unlocking.

Quiet Study Areas

Tulane University
Howard-Tilton Memorial Library
New Orleans, Louisiana

Quiet Study Area Policy

The library should be a place conducive to study, but its space limitations and lack of study rooms often make it difficult to find a quiet spot to study. Therefore the 3rd floor stack area of the Howard-Tilton Memorial Library has been designated as a quiet study area.

Patrons should refrain from talking or working in groups on the 3rd floor.

Students who wish to work in groups should use the designated group study rooms available on the 1st and 2nd floor.

Cell phone use is prohibited in this area.

Staff and student assistants who work in this area should refrain from loud talking in and around study areas.

Patrons whose quiet study is disrupted are strongly encouraged to contact the Circulation Desk. A stacks phone is available on the 3rd floor for this purpose.

Library patrons who fail to abide by the quiet study policy will be asked to leave the 3rd floor reading area.

University of Texas Brownsville
Arnulfo L. Oliveira Memorial Library
Brownsville, Texas

Study Rooms

A valid library card is needed to use one of the eleven study rooms available for quiet study.

Students may pick up the key at the Circulation Desk. There will be a \$10 fee for lost keys.

Circulation staff assign study rooms on a first-come, first-serve basis.

Study rooms may be occupied for one two-hour period per day.

All study rooms have chalkboards. Chalk and erasers are available at the Circulation Desk.

No individuals may reserve a study room in advance of the day on which he/she intends to use it.

Food and drink of any kind are not permitted in any study room.

Study room privileges may be suspended if these rules are not followed.

Note: During the final exam period, the demand for study rooms is overwhelming. Room renewals will not be allowed. The two-hour policy will be strictly enforced to allow equal access to the study rooms.

GUIDELINES FOR MULTI-USE ROOMS

Audiovisual Rooms

Henderson State University
Huie Library
Arkadelphia, Arkansas

Audio-Visual Room Policy

Only Henderson State University and Ouachita Baptist University faculty/staff and students are eligible to reserve the AV Room.

Valid Henderson State University or Ouachita Baptist University or other ID cards will be retained at the Reference Desk.

The AV Room may be booked one week in advance.

The AV room may be booked for a two-hour period. Booking periods may be extended if no person or group is waiting.

The video, listening equipment, and the Adaptive Technology computer may be reserved simultaneously.

Community patrons may use the AV Room, but only on a non-priority basis. Henderson State University and Ouachita Baptist University students and faculty/staff will have priority use of the room.

Any video from the circulating collection may be viewed in the Audio-Visual Room.

No food or drink is allowed in the AV Room.

Music Listening Rooms

Binghamton University
Binghamton University Libraries
Binghamton, New York

Music Listening Room

The Music Listening Room is located in the Fine Arts Library LN-I606. The collection consists of phonodisks and audio CDs. Listening services are available to the general public. Borrowing is limited to Binghamton University staff and students. Hours of operation vary according to the time of year. During semester breaks and summer session, the Music Listening Room is open by appointment. For assistance, please call the Circulation desk

SETUP FOR MULTI-USE ROOMS

Criteria for Using Rooms

University of Maryland Baltimore County
Albin O. Kuhn Library
Baltimore, Maryland

General Criteria for Booking 7th Floor Rooms

These spaces are reserved for meetings which require prestige and elegance. Also, Library, Humanities Center and Honors College meetings which would not fit in other Library spaces may take place on the 7th floor.

Types of meetings which may be booked:

- President's and Provost's meetings, and other meetings sponsored by the campus administration
- Fundraising for UMBC; Institutional Advancement events
- Alumni or Community Relations

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

- Campus-wide lectures and forums with possible off-campus involvement provided that they fall within normal Library hours, e.g. Humanities Forum Recruitment of special groups of potential students, faculty or staff
- Library, Humanities Center or Honors College meetings, including meetings of campus
- Honors associations and classes invited for bibliographic instruction or to view special collections materials.
- Campus senates, department chairs meetings, and other governance-related meetings.
The 7th floor spaces must be kept clear for meetings which meet the above criteria and fall within the above categories.

Examples of meetings which would NOT qualify:

Routine staff meetings, club meetings, course seminars, departmental meetings, lunches for job candidates, social events and brown-bag lunches except when sponsored by the groups or offices listed above; vendor or employment fairs, meetings with purposes more suited to The Commons, the University Center, the Faculty/Staff Dining Hall, or another campus location; events whose noise would disturb Library users in stacks or study areas; meetings with anticipated attendance of fewer than 20 people. If meetings do not require the high profile of the Library spaces, they should be booked into other spaces.

Room Setup

University of Maryland Baltimore County
Albin O. Kuhn Library
Baltimore, Maryland

Preparation/Setup:

Setup and breakdown fees are charged to event sponsors by Student Work Force. Forms for specified setups should be completed accordingly.

At the present time the default (standard) setup in 767 is Conference Style with 8 tables with 30 chairs around the table and a total of 54 chairs are available.

Note: Library staff is NOT responsible for setup or general event support merely by their presence in the building. Event sponsors should arrange for event support from the Student Work Force, Food Services, Audio Visual Services, etc.

If the room for a scheduled event is locked, event sponsors may sign out room keys from the Library Security Desk on the first floor.

Drake University
Cowles Library
Des Moines, Iowa

Room setup decisions need to be made at time of reservation. Furniture available includes the study tables/chairs in the Reading Room and the large table in the atrium. If the event requires more or different furniture, they will need to be rented at the expense of the event's organizers. Delivery and setup of the additional furniture need to be coordinated with the Library Event Coordinator. Decorations or attachments to the walls, ceilings, floors, etc. require prior approval from the Library Event Coordinator and the Library Dean.

Catering

Drake University
Cowles Library
Des Moines, Iowa

Catering needs require using the University's vendor Sodexho (sodexho.catering@drake.edu). Delivery and setup of the food/equipment need to be coordinated with the Library Event Coordinator. Because of the academic nature of the facility, serving alcoholic drinks is not encouraged. At the time of making the room reservation, a separate written request to allow alcohol must be submitted to the Library Dean for approval.

Book Signings

Drake University
Cowles Library
Des Moines, Iowa

Book Signings require using the University's vendor, University Book Store (www.drakebookstore.com or Bookstore Manager). Delivery and setup of the books need to be coordinated with the Library Event Coordinator.

FORMS

Form to Request Faculty Study-Carrel

University of Arkansas
University of Arkansas Libraries
Fayetteville, Arkansas

Application for a Faculty Study at Mullins Library

Name _____ Department _____

Title _____ Campus Address/Phone/Email _____

/ _____ / _____

_____ Original application (give floor preference: 3rd _____ 4th _____)

_____ Renewal application (indicate Study number _____)

INDICATE YOUR FACULTY STATUS:

Tenured _____ Tenure-track _____ Non-tenure-track _____ Emeritus _____

* PLEASE DO NOT MARK SUMMER IF YOU DO NOT PLAN TO USE A FACULTY STUDY FOR THE SUMMER.

INDICATE TIME PERIOD REQUIRED:

Summer 2006 _____ Fall 2006 _____ Spring 2007 _____ Other _____

APPLICATIONS MUST BE RENEWED ANNUALLY: IT IS THE RESPONSIBILITY OF STUDY OCCUPANTS TO NOTIFY THE DEAN'S OFFICE WHEN THE STUDY WILL BE VACATED PRIOR TO THE EXPIRATION OF THE ASSIGNED PERIOD.

Describe briefly your research project and explain why this project requires the use of a faculty study. (Continue on the back of the sheet if more space is needed.)

I have read and agree to comply with the regulations and procedures in the attached Policy Statement on the Assignment and Use of Faculty Studies. I understand that I must remove all materials from the study and return the key to the University Key Office within one week after the expiration date. I understand

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

that I will be charged a fee to cover the cost of rekeying the lock if the key is not returned. I also understand that violation of these regulations may result in the revocation of faculty study privileges.

Signature of Applicant	Date
Departmental Chairperson	Date
Dean	Date

Return to: Dean of Libraries,

Locker Request Form

Marlboro College
Rice-Aron Library
Marlboro, Vermont

Library Locker Policy

- Thirty lockers are available for off-campus students only. Lockers are located on the ground level of the Rice Library.
- Locker assignments are made at the Rice-Aron Library Service Desk.
- Students must fill out attached form and return it to library staff.
- All lockers must be emptied at the end of the semester, even if the student will be returning the following semester.
- Lockers not emptied by students will be emptied by library staff. Items left in lockers will be placed on the lost and found shelves in the Recycling Closet that is located on the middle-level connecting corridor.
- Reference materials, periodicals, reserve materials, or uncharged items may not be kept in lockers.
- Food and drink may not be kept in lockers.
- The Library Director reserves the right to open lockers if necessary to remove reference materials, periodicals, reserve materials, uncharged items, food, and illegal or dangerous items.
- Illegal or dangerous items stored in lockers will be confiscated and the student will be reported to the appropriate authorities.
- Failure to comply with the above regulations may result in loss of locker privileges.

PLEASE PRINT CLEARLY

I have read and agree to the terms and conditions of the locker policy.

Name: _____

Off-campus contact info:

Street: _____ State: _____ Zip: _____

Phone with area code: (_____) _____

E-mail: _____

Signature: _____ Date: _____

FOR STAFF USE ONLY:

Locker number: _____ Lock code: _____ Staff Initials: _____

September 2004

SPECIAL USE ROOMS

Dartmouth College
Dartmouth College Library
Hanover, New Hampshire

Application for Patron Locker Baker/Berry Library Stacks

(This part to be retained by the Library)

Name Class: _____

Address (local) _____

Telephone: _____ Hinman Box: _____

E-mail: _____

Student major: _____

Date: _____ Applying for term(s): F W S X Year: _____

Instructor's signature (required for thesis writers): _____

Instructor's name *(please print)*: _____

Location choice: Berry Stacks Level: Lower or 4 (steel lockers) Baker Stacks Level: A or
5 (steel lockers) *available to thesis writers only*: Berry Stacks Level: 3 or
4 (cabinet lockers) *available to Art Department affiliates only*: Sherman Art Library

for staff only

Assignment Date: Initials:

use if required

Key replacement fee (amount) Date: _____ Initials: _____

Key replacement fee (amount) Date: _____ Initials: _____

Reminder to staff: We will not open lockers by request in the event of a forgotten key.