Faculty Studies Regulations

- Faculty studies may be used only by the individuals to whom they are assigned. Faculty who “loan” their study to unauthorized individuals will lose their study privileges.

- A $50.00 deposit will be charged for the key when the study is assigned. If the key is not returned to the Library Dean's Office at the end of the designated assignment or if the key is lost the deposit will be forfeited and an additional $50.00 will be assessed to have the lock replaced and new keys made.

- The Library Dean's Office will not open a study for any person other than the one to whom the key was originally issued.

- Faculty studies have been furnished and equipped for faculty use. No furniture is to be moved from or introduced into them except by arrangement with the Library Dean's Office.

- Damage to any furniture or equipment and necessary repairs or replacements should be reported to the Library Dean's Office immediately.

- Walls and doors must be kept free of nails, tape or any other methods of affixing objects, curtains, etc. For safety reasons, the window on the door may not be covered.

- Food is not allowed in the studies; beverages are allowed only in spill-proof container as per the Library's Food & Drink policy. Smoking is not allowed.

- Hot pots, space heaters, etc. pose a serious fire hazard and may not be used in the faculty study.

- It is the responsibility of the faculty member to notify the Library Dean's Office if she/he has a change in status, etc.

- All library material that is being used in the faculty study MUST be checked out to the faculty member's library card. Periodic checks of the studies will be made and any library material that has not been charged out will be removed from the study. The faculty member will receive a notice that uncharged material has been found in the study. Should more uncharged library materials be found on subsequent inspections, the faculty member's study privileges will be rescinded.

- Faculty members should keep the study orderly so that library items may be found easily during inspection.

- The library is not responsible for personal property used in the studies.

- In the event that the fire alarm sounds or an announcement to evacuate is made, faculty study occupants are required to leave the library.

- The studies are not cleaned on a regular basis. Occupants should leave the garbage can outside the study door when it needs to be emptied.
I, _____________________________________________, faculty study number_______ have read the Faculty Studies Regulations and I agree to abide by these regulations. I understand that if I fail to comply with the faculty studies regulations my study privileges will be revoked and I must return my key. I also understand that if my study is not reassigned or if I lose my study privileges and do not remove my personal items from the study, those items will be removed and held for thirty (30) days. All items will be disposed of after thirty days. I also understand that if I use library material in my study that is not checked out, all library material will be removed from my study, returned to the stacks, and I will lose my study privileges.

Signature _____________________________________________

Date _____________________________________________