

**REGENT UNIVERSITY LIBRARY  
STUDY ROOM POLICY AND REQUEST FORM**

**POLICY**

Current students working on a dissertation, thesis, or other culminating project, and in good standing with the library, may request use of a study room. Study rooms will be assigned on a first-come, first-served basis. **If you have had a room before you may apply again, HOWEVER, your request will be processed after the semester has begun provided there is availability. Law Students are encouraged to reserve rooms in the Law Library.**

- A maximum of 50 circulating materials may be checked out to the study room for use in the library. See the Circulation Desk for a yellow charge slip. *Please note that Regent Library items checked out to your personal account may be left in your study room, but **MUST** have the library receipt visible in the book.*
- Reference books and library journals should be used in the Reference area on the first floor and not brought to the room.
- Personal items should not be posted on the walls or doors. Regent University Library is not responsible for any personal items left in the room. Leave At Your Own Risk!
- Study rooms are opened periodically for cleaning and inspection.
- The study room should be cleared of all personal items and circulating materials by the date supplied by the Circulation Department.
- There will be a \$5.00 replacement fee charged and a Hold placed on the student account if the key is not returned by the date supplied by the Circulation Department.
- Study room privileges may be revoked at the discretion of the Circulation Supervisor.

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**REQUEST FOR INDIVIDUAL LIBRARY STUDY ROOM**

Student \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

**School (Please Circle):**

***Law Students are encouraged to reserve rooms in the Law Library.***

Undergrad / Business / Communication / Divinity / Education / Government / Global Leadership / Psych. & Counseling

Please write the **year** in the blank beside the semester for which you are applying:

20\_\_\_\_                      20\_\_\_\_                      20\_\_\_\_  
Fall                              Spring                              Summer

I UNDERSTAND THE LIBRARY STUDY ROOM POLICY AND AGREE TO COMPLY WITH THESE GUIDELINES. \* Required for processing \*

\*Signature \_\_\_\_\_ \*E-mail \_\_\_\_\_

\*Anticipated Degree Date: \_\_\_\_\_ \*Phone: \_\_\_\_\_

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**FOR STAFF USE ONLY**

Approved by: \_\_\_\_\_ Room Assigned: **220**      Date Notified: \_\_\_\_\_

Milcirc Check: \_\_\_\_\_ Milcirc Entry: \_\_\_\_\_ Banner Check: \_\_\_\_\_ Name Tag: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_

***Please Note: Supervisor should insert note in patron record indicating the "Study Room semester and year."***