Current Students (in good standing with the library) working on a dissertation, thesis, or other culminating project may request use of a study room. Study rooms are assigned on a first-come, first-served basis. Your request will be processed after the semester has begun and is based upon 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 to check out all material. Please note that Regent Library items checked out to your personal account may also be left in your study room (leave a copy of your check-out receipt in the room for verification). Any items not checked out to the Study Room or to your Library Account will be removed and shelved for patron use.

- 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.

- Study rooms are opened periodically for cleaning and inspection.

- The study room should be cleared of all personal items and circulating materials by the last day your room is reserved. There will be a $5.00 replacement fee charged if the key is not returned by this date. (You will receive a reminder notice).

- Study Room privileges may be revoked at the discretion of the Access Services Supervisor.

Thank You for your cooperation! If you have any questions or concerns regarding your Study Room, please feel free to contact Shana Sandin at (757) 352-4156 or ssandin@regent.edu

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REQUEST FOR INDIVIDUAL LIBRARY STUDY ROOM

Student ___________________________ E-mail ___________________________
Semester ___________________________ Phone ___________________________
School ___________________________ Anticipated Degree Date ___________________________

*I understand the Library Study Room Policy and agree to comply with these guidelines.*

Signature ___________________________ Date ___________________________

Staff Use Only

  Banner Check: _____    Mil-circ Check: _____    Mil-circ Entry: _____
  Room Assigned: 220    Patron Record Note: _____    Name Tag: _____
  Date Notified: ________________    Date Key Picked Up: ____________________
  Date Key Returned: ________________    Fine/Hold on Account: ____________________