

REGENT UNIVERSITY LIBRARY

STUDY ROOM POLICY AND REQUEST FORM

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

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: _____