

FACULTY RESERVED LIBRARY STUDY ROOMS (SECOND FLOOR)

1. Faculty study rooms are assigned for 1-6 weeks or one semester at a time.
2. Study rooms may be renewed once the reservation has expired if there are no pending requests by other faculty for use of the room.
3. If a faculty member requests use of a study room and none is available, he/she has the option of being placed on a waiting list to reserve assignment of the next available room.
4. Room keys to study rooms may not be retained by faculty – on each visit, the key must be procured at the Circulation Desk and returned to the Circulation Desk prior to departing the Library.
5. If at any time during the academic year the study room is no longer needed, Circulation Desk personnel should be informed so that the room may be reassigned.

Policies Governing the Use of Faculty Study Rooms

- A. Study room doors must be kept locked at all times and windows must remain uncovered.
- B. Study rooms are solely for individual use.
- C. The Paul Meek Library or UT Martin accepts no responsibility for lost or stolen items. Personal items and library materials are left in the study rooms at your own risk.
- D. All library material must be properly charged out at either the Circulation Desk or Media Center before placing in the study room.
- E. The Library reserves the right to enter study rooms periodically for housekeeping or other routine purposes (security, maintenance, etc.)

FACULTY STUDY ROOM RESERVATION REQUEST

Name: _____ E-mail: _____

Term of Request: _____ Short-Term _____ Weeks

☐ Fall Semester ☐ Spring Semester ☐ Maymester ☐ Summer Semester

Reservation Expires: _____

I have read and agree to abide by the terms and conditions related to the reservation of faculty study rooms.

Faculty Signature

Date

Circulation Librarian

Date

Room No. Assigned: _____ Date Assigned: _____ Initials: _____