



FACULTY RESERVED LIBRARY STUDY ROOMS (SECOND FLOOR)

1. Faculty study rooms are assigned for 1-6 weeks or one semester at a time per academic year
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 Information Desk and returned to the Information Desk prior to departing the Library
5. If at any time during the academic year the study room is no longer needed, Information Desk personnel should be informed so that the room may be reassigned
6. Assignment of study rooms requires the approval and signature of the Director of the Library

Policies Governing The Use of Faculty Reserved Library 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 room at your own risk.
- D. All library material must be properly charged out at either the Information 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 RESERVED LIBRARY STUDY ROOM RESERVATION REQUEST

NAME: _____ E-MAIL: _____

TERM OF REQUEST: _____ Short-Term _____ Weeks

_____ Fall Semester _____ Spring Semester _____ Summer Semester

Reservation Expires: _____

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

Faculty Signature

date

Director of the Library Signature

date

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