

Policies for the Use of PhD Study Suite

Please read our PhD study suite use policies before submitting your application:

1. Desk assignments normally cover the academic year (Sept. 1 – May 31). Students not graduating and staying in the area can extend their use through the summer. Desk assignments cannot be automatically renewed, and everyone should apply for assigned desks each year. This year's applications are due by August 24th. Decisions will be made by August 27th.
2. Only G-ETS students enrolled in the PhD program are eligible for applying for the study space.
3. There are 20 desks available which can be used as study carrels. 14 desks (1-14) out of 20 will be assigned to individual students for the entire academic year unless they graduate or withdraw from the program. Students who are writing dissertations or taking comprehensive exams will be given priorities. Other six desks (15-20) will not be assigned but can be reserved daily on a first come/first served basis. Stop by the Circulation Desk for daily sign up.
4. PhD students who are not assigned a carrel may request an assignment of designated shelf space for keeping books. This assignment is also for one year (Sept. 1 – Aug. 31). There is extra shelving space sufficient for up to 28 people. These students may sign up for a daily use of one of the six unassigned desk spaces.
5. Students can leave books that they have checked out on their assigned desks or shelf space. Uncharged materials will be removed if found during regular checks. If a student repeatedly keeps uncharged books or other items on his/her carrel or shelves, the privilege to use the Suite may be revoked.
6. The study suite is kept locked all the time. Assigned carrel holders will be issued a personal key, which should be returned when the assignment period ends. Those who use unassigned carrels can check out a key at the Circulation Desk. For a lost key, the replacement fee of \$10.00 will be charged.
7. Access to the study suite is during the library's open hours only.
8. Only those with assigned carrels or shelving space are allowed in the study suite. Friends and family members should find study space in the public areas of the library.
9. Space is to be quiet. Headphones must be used when listening to music or other audio. Conversations must be kept to a minimum.
10. Group discussions can be held in the small meeting room with the door closed. Make a reservation for the use of the room for two hours or longer at the Circulation Desk.
11. Wireless Internet access is available in the study suite.
12. There are a small refrigerator, a microwave oven, and a coffee maker available in the study suite. Feel free to use them, but make sure to clean them after you use.
13. There are one wall closet and one free standing cabinet available on a first come/first served basis. Feel free to keep your coats and/or bags there.
14. No furniture or equipment is to be moved from or introduced into a study, except by arrangement with the Circulation Desk.
15. Damage to furniture or equipment should be reported immediately to the Circulation Desk.
16. The library takes no responsibility for personal items left on desks or anywhere else in the study suite.
17. All other library policies apply.
18. For questions, contact the library at united.library@garrett.edu or 847-866-3909.

Study Suite Application 2015-2016

Please Email form to mary-carol.riehs@garrett.edu or deliver to the library's circulation desk.

Name _____ Email _____

Phone number _____

Student ID _____ Year of Entry _____ Anticipated Year of Graduation _____

Faculty Advisor _____ Field of Study _____

Applying for: (Check one or more that applies)

_____ Assigned study carrel with shelving

_____ Unassigned study space for drop-in

_____ Assigned shelving space only

Status: (Check one that applies)

_____ Dissertation research and writing

_____ Comprehensive exams

_____ Coursework

_____ On leave

Use Frequency for the Study Space:

__Daily __4-5 times per week __2-3 times per week __once a week __once a month __occasionally

*Other extenuating circumstances will be taken into consideration (for instance, distance home is from campus, number of roommates/family members sharing living space, etc.). Please list them here:

*** I have read and agree to all the policies listed on the reverse of this application:**

_____ (sign & date)

Staff Use Only: Application Received by _____ Date _____
Application Approved _____ Application Disapproved _____
No. of Assigned Study Carrel: _____ No. of Assigned Key: _____
No. of Assigned Shelving Unit: _____