

**Regulations for the Use of Assigned Study Space at The D. B. Weldon Library**

Use of the D. B. Weldon Library Assigned Study Space is subject to the terms and conditions of use outlined below. The inability to abide by these terms and conditions of use may result in the termination of your study space assignment. Please review the items below and sign the form in the space provided.

- ☐ Your assigned room is only available for use during Library hours.
- ☐ Renewal is required at the end of each assignment period (April and August). Room assignments can be renewed for up to two years. At the end of the two years, we reserve the right to reassign the space to a new applicant.
- ☐ The space is for the sole use of the person to whom it has been assigned and may not be used to hold office hours or for group study.
- ☐ No food permitted in the library or assigned study rooms. Lidded drinks are permitted.
- ☐ All library materials left in the room must be signed out to your library account. Non-circulating materials must be returned after use each day.
- ☐ Library staff may enter the study space to check on library material, check the condition of the space, and monitor the occupancy of the room.
- ☐ Noise will be kept to a minimum as sound carries from room to room. Be a good neighbour and avoid long phone conversation.
- ☐ The use of small appliances and extension cords is prohibited in the room (this includes kettles, coffee makers, toasters, etc.)
- ☐ The window must be closed when leaving the room to avoid damage to materials.
- ☐ Covering the glass panels on the door is not permitted. This is a safety concern.
- ☐ The library is not responsible for the loss or theft of personal property left in the room.
- ☐ The key to the research/study space is the property of the University and may not be duplicated. A deposit of \$25.00 is required, refundable on return of the key. The deposit will not be refunded if the key is lost. The key is not transferrable.
- ☐ Anything left in the room after expiration will incur a cleaning fee of \$20.00.

***I have read the above regulations, and accept the terms and conditions of use***

\_\_\_\_\_  
Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date