

Please return completed application to the Baker-Berry Circulation desk.
The Scholar Study Coordinator will review the application and be in contact with you.

Baker-Berry Library Scholar Study Application and Contract for Faculty / Visiting Scholars / Administration / Spouses-Partners	
Name:	Date:
Status: Faculty Visiting Faculty Visiting Scholar Administration Spouse/Partner	
Hinman Box:	Department:
E-mail:	Phone number:
Home Address:	
Reason for the study need:	
Study type desired : Term / Year Beginning: Fall / Winter / Spring / Summer	Are you willing to share a study: Yes / No
Please circle the time that you are most likely to use the study: 8 am – 12 noon / 12 noon – 5 pm / 5 pm and later	
Leave of absence/FSP/Planned vacation during occupancy? Yes / No When?	
STAFF USE ONLY	
Study assignment:	Study expiration date:
Shared: Yes / No Other occupant:	Key Serial Number:

The library assigns Scholar Studies to individuals in support of their scholarly activities. The library has established guidelines for the benefit of all study users. This contract outlines your obligations and responsibilities as a Scholar Study user. Please read the following carefully, as it sets forth the basic terms of use of your study.

Study Assignment/Renewals

- The study is assigned for a given period of time. The expiration date is indicated on this form.
- Occupants may re-apply for a study space at the end of this contract. Renewals will depend on the waiting list status.
- Studies are solely for use of the assigned occupants. Studies cannot be secondarily reassigned by the occupant without consultation with the Scholar Study Coordinator. Spouses/partners must apply separately for a study space and are never guaranteed space in the study.
- Keys:
 - Lost keys: The \$25.00 deposit will be applied toward the cost of any lost key.
 - Lock outs: A \$5.00 fee will be charged for unlocking studies when keys are locked inside.

Study Expiration

- Occupants will receive a notice one week prior to the end of this contract. All personal items and library materials must be removed by the occupant prior to the expiration of this contract. Any materials left in the study will not be stored for the occupant.

- The study key will need to be returned by the last day of this contract to the Scholar Study Coordinator. Failure to return the key by the expiration date will result in forfeiture of the \$25.00 deposit.

Study Use

- Studies may not be occupied when the library is closed.
- Studies are assigned for research and writing activity, and are not to be used as offices or conference/meeting sites.
- Usage of the studies is monitored one week at random each term. Each occupant is expected to return the monitoring sheet within a one week time frame. Lack of regular use may result in reassignment of the study.
- Respect for quiet will be observed: please, no cell phones, radios, or other sources of noise.
- The hallway gate must be closed at all times.
- Please be careful not to place books or combustibles on radiators or sills (where water and sun may damage materials).
- If the fire alarm sounds while you are in your study, please leave immediately. Fire emergency doors are located at the end of each corridor. Do not use the elevators.
- Library Staff will not deliver messages to study occupants except in emergency situations.
- Please observe the NO SMOKING regulations.
- If the fire alarm sounds while you are in your study, please leave immediately. Fire emergency doors are located at the end of each corridor. Do not use elevators.

Library Materials

- All library materials kept in your study *must* be checked out at the Baker-Berry Circulation Desk. Ongoing failure to check out materials will result in the loss of study privileges. Occupants are responsible for the security of library and other materials kept in the study.
- Recalled materials will not be retrieved from the study. The occupant is responsible for returning books prior to leaving the area for extended periods of time.

Leave of Absence/Foreign Study Program

- A faculty member who is planning to be away on a foreign study program or a leave of absence will be asked to relinquish the study prior to leaving the area.
- All library and personal materials must be removed from the study by the faculty member. The faculty member's department will be contacted regarding any needed arrangements for materials left in a study. The library will not be responsible for moving the contents of the study.
- Faculty who are away from campus for extended periods of time or a full term within a year's contract may be asked to relinquish their study to another occupant.

Please direct any problems or questions about your study to the Scholar Study Coordinator or relay messages at the Baker-Berry Circulation Desk.

I have read and understand the above conditions.

Occupant _____ Date _____