Brandeis University Library and Technology Services
Application for Individual Research Room

Name_____
Department_____Mailstop_____
Campus Phone_____Email_____

Please select status:
Research rooms are assignable to Faculty, ABD Doctoral Candidates, and Visiting Scholars who are engaged in library intensive research.

___FACULTY Application will be forwarded to University Librarian.
___ABD DOCTORAL DEGREE CANDIDATE The student's department advisor must sign the application. **ADVISOR SIGNATURE**_____**DATE**_____
___VISITING SCHOLAR The Chair of the host academic department or program must sign the application. **CHAIR SIGNATURE**_____**DATE**_____

Reason for requesting use of individual research room:

Please read the policies and procedures for the Individual Research Rooms:

1. Applications are processed in the order received. Rooms are assigned for one year (at the end of this time you must reapply for the room). If no rooms are currently available your name will be placed on a waiting list.
2. Library staff periodically enters the research rooms for inspection purposes.
3. Any library materials kept in the research rooms must be properly checked out circulating items.
4. Research rooms must be vacated 10 minutes prior to the library's posted closing times.
5. Food is not permitted in research rooms. Drinks must be kept in spill-proof containers.
6. A $10.00 fee will be assessed for each key that is lost, damaged, or not returned upon request.
7. An assignee whose research room is seldom used may be asked to relinquish that room for use by another.
8. Research rooms must be kept reasonably clean and integrity of furnishings respected.
9. The Library is not responsible for the loss or damage of personal belongings in the study.
10. Rooms are assigned "as is' (assignees cannot switch rooms or furnishings once they've been issued a key).

I have read and agree to abide by the policy and regulations governing the use of the individual research rooms.

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Applicant Signature **Date**