

# Cofrin Library UW-Green Bay

## Study Room Policies and Procedures

Cofrin Library study rooms are available for registered UW-Green Bay students and faculty. Priority will be given to graduate and undergraduate students. Rooms will be assigned based on level of need. Users must apply each semester. There is a nonrefundable fee of \$20 per semester. This fee is posted to your student SIS account. Faculty members pay for this fee at the 3<sup>rd</sup> floor Public Services Desk. All correspondence regarding your study room will be sent to your campus e-mail account. Rooms will be assigned during the first week of each semester. Applicants who do not receive a room will be placed on a waiting list.

- Room keys are checked out at the 3<sup>rd</sup> floor Public Services Desk using a photo ID. Keys are due back before the first day of exams for each semester. During exam week, the person assigned to the room may check out the key each time he or she uses the room. Public Safety will be notified of violations to this policy.
- Rooms are assigned to individuals. Only the person assigned to the room may check out the key. Please vacate the room 15 minutes prior to close each night. Staff will ring the closing bell to notify when closing procedures have started.
- Lost/non-returned keys are billed at full replacement value, \$215. You have 21 calendar days from the billing date to locate/return the key. If the key is not returned within these 21 days, no refund will be available. For security purposes, keys may not be duplicated.
- Unpaid library fines may prevent further use of room. Please keep accounts current.
- No person may transfer any key from the individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a university key (UWS 18.06(12)b).
- Rooms are intended for individual study and loud or disruptive behavior will not be tolerated.
- Personal items are allowed but must not inhibit the cleaning or routine maintenance of the room. The Library is not responsible for lost or stolen items. Because of the room design, security cannot be guaranteed.
- Appliances such as space heaters, coffee pots, or other electrical devices pose fire hazards and are strictly forbidden.
- Posting of materials on the walls and moving additional library furniture into your room are not permitted.
- All library materials in your room must be checked out. Materials that are NOT checked out or materials that are Non-Circulating will be removed.
- Rooms must be cleaned out prior to the end of each semester for maintenance purposes. Any personal items left in the rooms at the end of each semester will be disposed of unless the room has been renewed.
- The Library reserves the right to check your room periodically and remove items in violation of this policy.

**Violations of study room or University policies may result in revocation of your study room.**

**Room Assigned:** \_\_\_\_\_

## **Cofrin Library Study Room Application**

**\$20 nonrefundable fee is due when the key is checked out**

**(One person per room)**

**PLEASE PRINT**

Date \_\_\_\_\_

Name \_\_\_\_\_

Campus ID # (16 digits) \_\_\_\_\_

Campus Email Address \_\_\_\_\_

Campus or Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_

Phone Number \_\_\_\_\_

Requested for which semester?:      Spring      Summer      Fall

**Status (circle one):**    Faculty      Graduate Student      Undergraduate

---

### **Reason for Application**

Briefly explain your need for a room and how you would benefit from one.

---

When completed return to the 3<sup>rd</sup> floor Public Services Desk.