

Cofrin Library UW-Green Bay

Study Room Policies and Procedures

August 2010

Cofrin Library study rooms are available for registered UW-Green Bay students and faculty. Priority will be given to faculty and graduate students. Rooms will be assigned based on level of need. Users must apply each semester. There is a nonrefundable fee of \$15 per semester which is due when the key is checked out. All correspondence regarding your study room will be sent to your campus e-mail account. Applicants who do not receive a room will be placed on a waiting list. Rooms will be assigned the first Friday of each semester.

- Room keys are checked out at the 3rd floor Public Services Desk using your UW-Green Bay I.D. At that time the \$15 nonrefundable fee must be paid. 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 they use 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 that key.
- Lost keys will result in a \$75.00 non-refundable charge. If the key is returned, \$60.00 will be forgiven. For security purposes, keys may not be duplicated.
- Unpaid library fines may prevent further use of your 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.
- 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 is prohibited.
- Moving additional library furniture into your room is not permitted.
- All library materials in your room must be checked out. Materials that are NOT checked out or that are of a Non-Circulating nature will be removed.
- Rooms must be cleaned out prior to the end of each semester for maintenance purposes. Any personal items left in 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

\$15 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? (circle only one): 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 Public Services Desk.