

SDSU LIBRARIES POLICY & PROCEDURE STATEMENT

SUBJECT: STUDY ROOMS - INDIVIDUAL	Statement number: M-6	Page 1 of 4
	Approved by:	Date:
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H.M. Briggs Library, SBL 2115, SDSU, Brookings SD 57007-1098

POLICY FOR THE ASSIGNMENT AND USE OF GRADUATE STUDY ROOMS

PURPOSE:

Fifteen graduate student study rooms provide private space for research and other scholarly endeavors requiring extensive and frequent use of library resources. Study rooms are not meant to be used for general office purposes.

ELIGIBILITY:

- All graduate students are eligible to apply for graduate study rooms.
- Priorities for assignment are as follows:
 1. Ph.D. candidates in their last year of residency who are actively engaged in research for dissertations.
 2. Master's candidates in their last year of residency who are actively engaged in research for theses, design papers or research papers.
 3. Other graduate students.
- Study room assignments are made for one semester only.
- New applicants are given higher priority than students who have previously used a study room.

COST:

- There is no rental cost for study rooms and no key deposit. If keys are not returned promptly at the end of the study room assignment, a non-refundable charge of \$25 is made to cover the cost of lock and key replacement.

NETWORK ACCESS:

- Wireless connectivity is available in Briggs Library at no cost if your PC computer is equipped with a wireless card. Contact the SDSU Computer Support Desk at 688-6776 for help configuring your computer for wireless access to the campus network.

APPLICATION:

- Apply at the Library Dean's office (room 108). The completed application form includes a statement of research needs signed by the graduate student's department head.

REGULATIONS GOVERNING THE USE OF STUDY ROOMS:

- Study rooms are to be used for reading and research and are not intended to provide office or conference space. Names are not to be posted on the doors. Mail and messages will not be delivered to study rooms by library staff.
- The library has provided essential furniture for each study room and no additional library furniture may be included without proper authorization. Signs, pictures, posters, etc., are not to be attached to any surface of the study room, including the windows.
- Typing is permitted in study rooms.
- The library is not responsible for any personal property left in study rooms.
- Smoking in study rooms or anywhere in Briggs Library is prohibited by South Dakota law.

USE OF LIBRARY MATERIALS IN STUDY ROOMS:

- Non-circulating library materials taken to a study room should be returned to the Circulation Desk before the user leaves the building.
- All circulating materials must be properly charged out at the Circulation Desk.
- Study rooms will be checked regularly by library staff. All non-circulating material and circulating material not properly charged out will be removed and returned to the proper location.

POLICY FOR THE ASSIGNMENT AND USE OF FACULTY STUDY ROOMS

PURPOSE:

Twenty faculty study rooms provide private space within the Library for persons engaged in research and other scholarly activities requiring heavy use of library resources. Because of the limited number of rooms, assignment of faculty study rooms is limited to those who are actively engaged in projects that require frequent and extensive use of the library. Study rooms are not intended for general office use.

ELIGIBILITY:

- All university faculty members are eligible to apply for faculty study rooms.
- Emeritus faculty and visiting scholars may be assigned study rooms if space is available.
- Priorities for assignment are as follows:
 1. SDSU faculty members who are completing doctoral dissertations. Maximum duration: one year.
 2. SDSU faculty members who have research sabbaticals and who will be spending the sabbatical primarily in the Brookings area. Maximum duration: one year.
 3. SDSU faculty members who have contracts with publishers to write monographic works. Maximum duration: two semesters.
 4. SDSU faculty members who are engaged in other research for publication. Maximum duration: two semesters.
 5. SDSU faculty members who demonstrate a need for study room space in order to prepare for new courses being developed or taught for the first time or to update courses they have previously taught. Maximum duration: one semester.
 6. Emeritus SDSU faculty members and visiting scholars who are engaged in research for publication. Maximum duration: one semester.
 7. Other SDSU faculty members. Maximum duration: one semester.
- In all cases, persons with contracts or grants to conduct research will be given priority over those without contract or grant responsibilities.
- Consecutive assignments to the same person generally are approved only in categories 1, 2 and 3. Except in rare cases, no study room will be renewed for a total of more than one year.
- Study rooms will not be assigned to those who indicate a need for general office space, for student conferences, or for purposes not related to library resources.
- Study rooms will not be granted to academic departments for use by their faculty or graduate students on a rotating basis.
- The following conditions are not taken into consideration in assigning study rooms:
 - Academic rank or title. Faculty members are not entitled to a study room solely on the basis of rank or position.
 - Academic department. Members of all departments have equal access to study rooms. However, no attempt will be made to achieve a “balance” of departmental representation in the study room assignments of any given semester.
 - Willingness to share the study room with another person. The sharing of study rooms is encouraged, but in no case will this become a condition of assignment.

COST:

- There is no rental cost for study rooms and no key deposit. If keys are not returned promptly at the end of the study room assignment, a non-refundable charge of \$25 is made to cover the cost of lock and key replacement.

NETWORK ACCESS:

- Wireless connectivity is available in Briggs Library at no cost if your computer is equipped with a wireless card. Contact the SDSU Computer Support Desk at 688-6776 for help configuring your computer for wireless access to the campus network.

APPLICATION:

- Apply at the Library Dean's office (room 108). The completed application form requires a statement of the intended use and need for a study room.

REGULATIONS GOVERNING THE USE OF STUDY ROOMS:

- Study rooms are to be used for reading and research and are not intended to provide office or conference space.
- Names are not to be posted on the doors.
- Mail and messages will not be delivered to study rooms by library staff.
- The library has provided essential furniture for each study room and no additional library furniture may be included without proper authorization.
- Signs, pictures, posters, etc., are not to be attached to any surface of the study room, including the windows.
- Typing is permitted in study rooms.
- The library is not responsible for personal property left in study rooms.
- Smoking in study rooms or anywhere in Briggs Library is prohibited by South Dakota law.

USE OF LIBRARY MATERIALS IN STUDY ROOMS:

- Non-circulating library materials taken to a study room should be returned to the Circulation Desk before the user leaves the building.
- All circulating materials must be properly charged out at the Circulation Desk.
- Study rooms will be checked regularly by library staff.
- All non-circulating material and circulating material not properly charged out will be removed and returned to the proper location.