

FACULTY STUDY ROOMS IN THE LIBRARY

I. Criteria for Assignment

- A. Faculty studies in the Library may be assigned to full-time members of the faculty and the administration.
- B. Applications will be submitted in writing to the Dean of Library Services, who will make assignments according to the criteria stated below.
- C. The application will include:
 - 1. the purpose for which the study is requested,
 - 2. a concise description of the project,
 - 3. the length of time use of the study is required.

II. Conditions for Use

- A. The use of the studies and library materials will be governed by Library regulations.
- B. Faculty studies are for research purposes. They are not to be used for departmental or other administrative purposes nor for consultation with students.
- C. Preference will be given to applicants engaged in major research.
- D. A study will be assigned to a single individual who will be responsible for that study.
- E. Studies must be actively used to be retained; they must not be used for the storage of materials.
- F. Assignments will normally be for a semester, although reassignments will be made whenever a study becomes available.