



Application for Faculty Study Rooms

Following is the policy governing use of the Faculty Study Rooms. Please read before completing the application. Completed applications can be submitted to the Library Administration Office (LIB 5007):

1. Rooms are available to tenure-track faculty, lecturers, and visiting scholars. Priority in assignment will be given to tenure-track faculty working on research toward tenure at Sac State.
2. Rooms are assigned for research-centered projects requiring use of substantial amounts of library material. You will be required to obtain a signature from your department chair verifying your research project.
3. Rooms are not to be used for office hours or meetings and are not intended to replace permanent office space in your department.
4. Assignments are made throughout the year and expire on May 31. If there are a reasonable number of vacancies, one renewal may be allowed. No room will be assigned to the same person for more than two years.
5. After priority assignment to tenure-track faculty, assignments will be made on a first-come, first-served basis with a waiting list kept in chronological order.
6. Library materials kept in Faculty Study Rooms must be checked out in accordance with library policy. Materials not checked out will be removed from study rooms and re-shelved. Library staff inspect rooms regularly. Failure to comply may result in forfeiture of the study room.
7. The Library is not responsible for theft or damage of personal or library materials in the study rooms.
8. Calendars, posters, and similar materials should not be affixed to walls or doors of the study rooms. It is a violation of safety regulations to cover the window to obstruct the view into the room.
9. Keys are obtained at the Key Issue Office in Facilities Services. Loss of keys is subject to re-keying and replacement cost per campus policy.
10. When vacating the room at the end of your project, clear room of all items, return key to Key Issue, and get a return receipt. Send the receipt to Library Administration either via campus mail (MS 6039), or by email (library@csus.edu).

I understand and will comply with these policies.

Print Name _____

Date _____

Signature _____

Department _____

Email _____

Campus Zip _____

Phone _____

Employee ID# _____

Dept Chair Name _____

Dept Chair Signature _____

Faculty Status Tenure-track Tenured
 Lecturer Visiting Scholar

OFFICE USE ONLY: Carrel # _____ Date _____

End Date _____