

## J.E. & L.E. Mabee Library Graduate Study Room Use Policy

The following policy applies to rooms 103 and 105.

As a condition of use, UIW students requesting the key to a room are expected to familiarize themselves with this policy regarding room use. Individuals found violating this policy will forfeit use of the room or consequences may result in disciplinary action.

- These rooms available to graduate, doctoral, or professional students with valid UIW ID
- All students must checkout their own key (one key per student)
  - Room use is limited to only those with a key
- Use is limited to quiet, individual writing, research, or study
  - Please use group study rooms for collaborative or group study space
  - Please contact career services for a space to hold interviews
- Noise levels are to be kept to a minimum
- Rooms are to be kept clean
  - No food or drink is permitted
  - Report any problems in the room to the Circulation Desk
- All items left in the room will be turned in to campus police lost and found or thrown away
- Room use is limited to:
  - 4 students (room 103) at a time
  - 5 students (room 105) at a time
  - 4 hours at a time
- Do not save anything to the computers
- No tutoring, training or testing is allowed
- Rooms are available on a first-come, first-serve basis (no reservations)
- Library computer use must keep within the bounds of the UIW Computer Use Policy
- Doors to all graduate computer rooms should be closed and locked at all times
- Key renewals may be requested if no one is waiting
- Return or renew keys on time to avoid fines

More resources:

- Graduate tutoring/training: <http://www.uiw.edu/gsc/gscpeermentoring.html>
- UIW Computer use policy: <http://www.uiw.edu/technology/policies-procedures/responsible-use-of-computing-resources/>
- Career services: 210-829-3931 or <https://my.uiw.edu/career/index.html>

This policy is subject to change without notice.



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UIW LIBRARIES

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## J.E. & L.E. Mabee Library Graduate Study Room Use Policy

The following policy applies to room 233.

As a condition of use, UIW students requesting the key to a room are expected to familiarize themselves with this policy regarding room use. Individuals found violating this policy will forfeit use of the room or consequences may result in disciplinary action.

- These rooms available to doctoral students with valid UIW ID
- All students must checkout their own key (one key per student)
  - Room use is limited to only those with a key
- Use is limited to quiet, individual writing, research, or study
  - Please use group study rooms for collaborative or group study space
  - Please contact career services for a space to hold interviews
- Noise levels are to be kept to a minimum
- Rooms are to be kept clean
  - Drinks in spill-proof containers and snack foods are allowed
  - Please enjoy all other foods outside of the library
  - Report any problems in the room to the Circulation Desk
- All items left in the room will be turned in to campus police lost and found or thrown away
- Room use is limited to:
  - 4 students at a time
  - 4 hours at a time
- Do not save anything to the computers
- No tutoring, training or testing is allowed
- Rooms are available on a first-come, first-serve basis (no reservations)
- Library computer use must keep within the bounds of the UIW Computer Use Policy
- Doors to all graduate computer rooms should be closed and locked at all times
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