

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

As a condition of use, students requesting the use of graduate study rooms are expected to familiarize themselves with policies below. Individuals found to be in violation of these policies will forfeit use of the room and may be subject to disciplinary action.

Mabee Library 105 - This room is reserved for individual graduate, professional, or doctoral students doing writing and research and has four computers.

Mabee Library 233 - This room is reserved for doctoral candidates doing quiet, individual writing and research and has three computers.

The following policies apply to the access and use of both Mabee Library rooms 105 and 233. Please report any problems in the rooms to the Mabee Library Circulation Desk.

Room Access

- Available only to graduate, professional, or doctoral students with a valid UIW ID.
- Space is available on a first-come, first-serve basis (*no reservations*).
- Each student must check out their own key (*one key per student*).
- Room key checkout periods are limited to 4 hours.
- Room access and use is limited to only those students with a key.
- Doors to graduate study rooms should remain closed and locked.
- Key renewals may be requested if no one is waiting.
- Please return or renew keys on time to avoid fines.

Room Use

- Use is limited to quiet, individual writing, research, or study only.
- Students should expect to share the room and be considerate of others.
- Do not save any work on graduate study room computers.
(*Use personal storage options - a flash drive, cloud storage, etc.*)
- Rooms may not be used for group study or as collaborative workspaces.
- Rooms may not be used to conduct interviews.
- Rooms may not be used for tutoring, training, or testing.
- Items left in the room will be turned in to campus police lost and found or disposed of.
- Only covered drinks and snacks are allowed, and rooms are to be kept clean.

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“This policy is subject to change without notice”