

# Texas Woman's University

## Library Policy Manual

**Policy Name:** Graduate Study Space (Denton)

**Last Library Review:** February 2023

**Next Library Review:** February 2024

**Purpose:** The purpose of this policy is to provide guidelines for the use of the Graduate Study Space in Blagg-Huey Library.

**Note:** Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

### **Definitions: For the purpose of this policy**

**Graduate Students** – those enrolled TWU students who are working on a Master's or PhD.

### **Policy:**

The Graduate Study Space is located on the 3rd floor of the Blagg-Huey Library in Denton. It is for the exclusive use of current graduate students. All enrolled graduate students are automatically entered into the ID swipe system which gives them access to the room.

- The room is available when the Blagg-Huey Library is open.
- This space is designed for individual quiet study.
- There are 3 individual study rooms available inside of the area. They are not reservable.
- There is a scanner available in the area for student use.
- Lockers are available for temporary use. Lockers should be emptied at the end of usage. **The TWU Libraries are not responsible for personal property removed from the lockers.**
- Maximum room capacity is limited based on setup and is available on a first-come first-serve basis.
- Food and drink (in appropriate containers with lids) are allowed in the room.
- Graduate students must dispose of waste properly and leave no residue from food and drink.
- If there is a spill, immediately notify a Security Guard or the Information Desk staff.
- Noise should be kept to a minimum because the area is located in the Library's Quiet zone.
- Cell phones should be on vibrate. If you must take a phone call, leave the area.
- A Keurig coffee brewer is available for use but individuals must supply their own K-cups.
- The sink and counters should be left in a tidy manner.
- The Library is not responsible for any items left in the room.
- All applicable TWU policies must be followed while using Library space.

### **Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 10-04-2017; rev. 04-18-2019; rev. 04-08-2020; rev. 04-26-2022;