J. Willard Marriott Library
THE UNIVERSITY OF UTAH
295 South 1500 East Salt Lake City, Utah 84112-0860 (801) 581-8558

Access/Clearance Request for the Graduate Student Reading Room (1180A)

To ensure a successful partnership the following policies should be observed and mutually agreed upon.

- We welcome you to use the Graduate Student Reading Room all hours the library is open. Library hours are posted at both entrances and on the Hours page of the library website.
- The Graduate Student Writing Center is located in room 1180B in the Graduate Student Reading Room. Contact the University Writing Center for more information and the hours this resource is available.
- Library Security will conduct periodic walk-throughs for your safety.
- The room has a maximum occupancy of 45.
- Locker rentals are available on a semester by semester basis for a charge of $25.00. You may check the availability of the lockers at the Reserve/Cashier & Library Store on level 2.
- Library Security will conduct weekly sweeps of lockers to check for library items that have not been checked-out or are non-circulating. For the benefit of all patrons, items that are not checked out will be removed and returned to the shelf.
- Patrons may not leave library materials unattended in the room. Items that are not checked out or are non-circulating will be returned to the shelf.
- The Graduate Student Reading Room provides different environments for both Quiet Study and Silent Study.
- Consultations with the Graduate Student Writing Center are conducted adjacent to the Quiet Study space and at times there may be quiet conversations heard in the area.
- Graduate students may not let other library patrons into the room.
- Graduate students must observe all Marriott Library Patron Policies and Responsibilities.
- Food and drinks are allowed in the room. Please dispose of wrappers and containers in the proper trash receptacles. If you spill something, please notify a library employee immediately so that we can clean it up quickly.
- Please do not bring electric appliances into the reading room.
- Unwillingness to comply with these policies may result in access privileges being revoked.
- To be granted access to the room graduate students must have or obtain a proximity card from the UCard Office. UCard clearances will be activated for you by Library Security. To determine if your current UCard has a proximity chip, look at the back – between the magnetic stripe and edge of your card. If there is a number beginning with a 2* - - - - - -, then it is a proximity card. If there is no 2* number, you must exchange your card for a proximity card. Your new card will be in the system the following Monday.
- If your card is lost, stolen or replaced please notify Library Security 801.587.9758.
- Access to the Graduate Reading Room will be for the academic school year or remainder of the year following application. Access forms must be resubmitted each academic year beginning in August.

Name (*Please Print*) _____ **Signature**_____

uNID_____ **Proximity Number 2 *** __ __ __ __ __ __

Email_____

University Department/Major_____ **Date** _____

Completed forms should be turned in to Library Information and Security at the Level 1 west entrance/exit.

Updated 2/25/2016