



**Policies for Graduate Student Reading Room, 1180A**

**Our Mission** - The Marriott Library inspires the discovery, creation, and use of knowledge for Utah and the world.

**Our Vision** – World-class resources, patron-focused services, expert and responsive staff, and a technology-rich inviting library will make us the knowledge provider of choice for life-long learning.

**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 [www.lib.utah.edu](http://www.lib.utah.edu) and at both entrances.
- Library Security will conduct periodic walkthroughs for your safety.
- The room has a maximum occupancy of 45.
- Coin operated lockers are provided for your convenience; the library is not responsible for loss of personal items.
- 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 is quiet study only.
- Graduate students may not let other library patrons into the room. Unwillingness to comply may result in access privileges being revoked.
- Food and drinks are allowed in the room. Please dispose of all food debris appropriately. Report any spills to Library Security.
- Please do not bring electric appliances into the reading room.
- 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.
- 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.
- If you card is lost, stolen or replaced please notify Library Security 801.587.9758.

**Graduate Student Name (Please Print)** \_\_\_\_\_

**Graduate Student Signature** \_\_\_\_\_

**uNID** \_\_\_\_\_

**Proximity Number 2 \*** \_ \_ \_ \_ \_

**Campus Department** \_\_\_\_\_

**Email** \_\_\_\_\_

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