

## USD University Libraries

### Policy on Research Rooms

**Definition:**

The University Libraries (I.D. Weeks and Lommen Health Sciences Library Building) have 6 rooms (201C, 201D, 201F, 301B, 301E, and 301F) available for faculty, emeritus faculty, visiting scholars, and graduate students to use for an extended period of up to one semester to work on research projects and/or to consult a large number of library materials. Each room will be assigned to up to 2 researchers at a time, depending on demand, who will share the room. When not assigned for the primary purpose, these rooms revert to Day Use or Quiet Study Rooms for faculty, emeritus faculty, visiting scholars, and graduate students on a first come first, serve basis.

**Procedure:**

Interested faculty, emeritus faculty, visiting scholars, and graduate students apply for a room (<http://www.usd.edu/library/research-rooms-app>) at the beginning of each semester. The Circulation Departmental staff will review the applications according to the criteria listed below, prioritizes the applications, and assigns the rooms based on the merit of the need. Once the user has been informed of a room assignment through an email from the Circulation Department, s/he may begin using the research room. Check the key out and return it to the Circulation Desk on each visit. The Circulation Department will maintain a waiting list if there are more applicants than rooms available. Research Room users notify the Circulation Department when they have completed their project, so the room can be assigned to the next person on the waiting list.

**Criteria for Assignment:**

Eligibility for research rooms is based on one or more of the following criteria, which should be detailed in the web-based application form:

- Applicant is engaged in a research or writing project that requires uninterrupted study for more than a few days.
- Applicant needs extended access to a large number of library circulating and/or reference materials.
- Applicant is engaged in USD committee work that requires uninterrupted study and storage of large amounts of textual materials.

Note: Applicants who do not have private office space elsewhere on campus receive priority.

**Additional Procedural Details:**

- 1) The deadline for applications is the Friday before the first full week of classes of each semester.
- 2) It is the responsibility of the Research Room user to notify the Circulation Department when the study assigned is no longer needed.
- 3) Correspondence with the Circulation staff is normally through email after the initial submission of the web-based application form. The Circulation Department will send a reminder to return or renew faculty studies within the last month of each semester.
- 4) A Research Room user may apply for renewal at the end of the assigned period, but will have no priority over other applicants.

**Terms of Research Room Use:**

- 1) Research Rooms are available only during library open hours and must be vacated at closing time.
- 2) Research Room keys must be returned to the Circulation Desk by closing each day. Fines for overdue or unreturned keys are \$1/ hour.
- 3) Research Rooms are for research and scholarship purposes, not for office or conference space.
- 4) Only those who have been assigned a Research Room by the Circulation Department may use the room.
- 5) Report damage, burned out bulbs, and other maintenance issues to the Circulation Desk immediately.
- 6) Contact the Circulation Desk if you desire different furniture than is found in the room and we will attempt to accommodate your needs.
- 7) Walls and doors must be kept free of nails, tape, or any other method of affixing objects.

- 8) Electrical appliances may not be brought into or used in Research Rooms.
- 9) The Libraries reserve the right to revoke Research Room assignments for violation of the terms of use or lack of use at any time.
- 10) Library materials used for longer than 2 hours must be checked out at the Circulation Desk.
  - a) Do not leave Reference or Non-circulating materials in Research Rooms.
  - b) The Libraries reserve the right to check Research Rooms for library materials that have not be checked out. Library personnel will remove such materials.
  - c) Library materials that have been checked out by the Research Room user may be left in Research Rooms but remain the responsibility of that Research Room user.
  - d) Normal loan periods apply to library materials kept in Research Rooms.