Oberlin College Libraries Temporary Office Application

Office needed:       Start date______________       End date______________

Applicant's Name:_____________________________ Phone#_____________ E-Mail_________________

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Describe character of project which makes assignment of office necessary:___________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Applicant must read and sign the following:

"I have read the office occupancy rules found on this application, and agree to abide by these rules. I understand that violation of these rules could mean forfeiture of the office."

Signed:______________________________________ Date:________________

Please note: There are few available offices--assignments are made on a first-come basis, and are not intended to be open-ended assignments. High priority requests may require forfeiture of office.

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Office Use Only:

Date Received:_______________ Dates Assigned:______________ Office Assigned:______________
Oberlin College Libraries Rules for Assigned Offices

1. Offices are available only when the building is open.

2. You are responsible for the key to the office--if you lose they key through misplacement or theft, or fail to return it you will be invoiced $60.00 for a lock change, as well as a $50.00 fee levied by the Service Building for lost keys.

3. Personal belongings left in the office are left at the owner's risk; i.e., college insurance does not cover such items. Be sure your office is locked when you leave it, even if only for a moment. If you plan to leave a computer in the office, we encourage you to use a security cable.

4. All library materials left in the office must be checked out and properly flagged; this includes materials from branch libraries. A green slip given out at the circulation desk must be filled out completely, in ink, and left in each book with the section showing the office number plainly visible. Offices are inspected periodically. Oberlin College Libraries books not flagged will be removed and reshelved without being checked in.

5. Computer usage. Assignees may activate the network connection in the office by contacting the Help Desk in the Center for Information Technology if necessary, if the library WiFi does not meet your needs.

6. Windows of office doors must remain completely unblocked at all times per the Ohio Fire Code.

7. Alert the staff to problems. Users are urged to notify the staff about problems with lighting, noise, climate control, inappropriate behavior, or other building concerns. During business hours (M-F, 9-noon, 1-4 p.m.), please contact Bill Ruth in the library administrative office. At other times, you may report the matter to the circulation desk staff.

8. The demand for offices may exceed the supply. Visiting scholars, visiting faculty, or others deemed by the Director of Libraries or the college deans as requiring a temporary office must be accommodated and are given highest priority.

9. Occupants of temporary offices are to refrain from personal use of areas and facilities in the library that are intended for library staff use only.

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