

Oberlin College Library Rules for Assigned Scholar Studies

1. Scholar studies are designated for single occupancy concentrated study by assigned senior honors students or other approved persons. They are not to be used for personal visits or sublet to any other persons without approval. The study is available only when the building is open. You are responsible for the key to your scholar study--if you lose the key through misplacement or theft, or fail to return it on time you will be invoiced \$50.00 for a lock change.
2. Personal belongings left in a study are left at the owner's risk; i.e., college insurance does not cover such items. Be sure your study is locked when you leave it, even if only for a moment. Press the button in the door jamb to restore self-locking operation, if necessary. If you plan to leave a computer in the study, we encourage you to use a security cable.
3. All library materials left in the scholar study 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 scholar study number plainly visible. Scholar studies are inspected periodically. Oberlin College Library books not flagged will be removed and reshelved without being checked in.
4. No food, drink, or smoking in the library. Discovery of food or drink in your scholar study results in fines in accordance with the library food and drink policy (\$5.00 for a first offense, \$20.00/each for subsequent offenses, plus referral to college judicial proceedings). Smoking is not permitted anywhere in the building, including the scholar studies.
5. Quiet study please. Please respect the quiet atmosphere which extends to the scholar study bridge as well as the stacks area. Be considerate of other study occupants. The scholar study walls and doors are not soundproof.
6. Computer usage. Assignees may activate the network connection in the scholar study by contacting the Help Desk in the Center for Information Technology.
7. Interior decoration. Do not affix anything to the door, walls, or windows--use only the cork board supplied in each scholar study. Windows of scholar study doors must remain completely unblocked at all times per the Ohio Fire Code. The occupant will be fined \$5.00 for each mark or pinhole left on the walls. Materials left on the floor are usually mistaken for trash. Please keep the scholar study tidy.
8. Do not place anything on top of the register below the window--doing so alters the air flow not only to your scholar study but also to neighboring scholar studies.
9. The following are prohibited, and the library reserve the right to remove:
 - unauthorized appliances and materials affixed to the windows, doors, or sills
 - hazardous or illegal substances
 - food and beverages
 - library materials not properly marked with an in-house use streamer
 - personal furniture and/or bedding
 - library furniture, including chairs, that are not designated for use in the scholar study. Unauthorized library furniture found in scholar studies will result in a \$5.00 fine; a second violation will result in loss of the scholar study.
10. It is the responsibility of the assignee to clear the scholar study of all materials at the end of the semester. Assignees are notified in writing of the date by which the scholar studies must be cleared. There is a \$10.00 cleaning fee if we have to clean out the scholar study. Some personal materials may be placed in the lost and found; loose papers are thrown away.
11. 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, 8:30 a.m.-noon, 1-5 p.m.), please contact Bill Ruth in the library administrative office. At other times, you may report the matter to the circulation desk staff.
12. The demand for scholar studies exceeds the supply. If your scholar study shows evidence of misuse or disuse you will be asked to forfeit your scholar study.
13. The first occurrence of a violation of the rules will result in either a written or verbal warning. The second violation may result in forfeiture of your scholar study privilege.