

Oberlin College Library Rules for Scholar Studies

Note: The first violation of any of the rules below will result in either a written or verbal warning. After the second violation, *scholar study privileges may be taken away*.

- 1. Scholar studies are designated for single occupancy concentrated study by approved persons only.** They are not to be used for personal visits or by any other persons without approval.
- 2. The assigned occupant is fully responsible for the key to their scholar study.** If they lose the key through misplacement or theft, or fail to return it on time, they will be invoiced a minimum of \$50.00 for replacement costs.
- 3. Personal belongings left in a study are left at the owner's risk;** i.e., college insurance does not cover such items. Be sure the scholar study is locked when leaving, even if only for a moment. Press the button in the door jamb to enable the door to self-lock when closed.
- 4. All library materials left in the scholar study must be checked out to the assigned occupant;** this includes materials from branch libraries. Scholar studies are inspected periodically. Oberlin College Library materials not checked out may be removed and checked in.
- 5. No food, drink, or smoking is permitted in scholar studies.** Eating and drinking must follow the [Main Library Food & Drink policy](#). Smoking is not permitted anywhere in the building, including the scholar studies.
- 6. Respect the quiet atmosphere** which extends to the scholar study bridge by studying quietly as well as the stacks area. Be considerate of other study occupants. The scholar study walls and doors are not soundproof.
- 7. Assigned occupants must adhere to decoration rules for their scholar study:**
 - a. Do not affix anything to the door, walls, or windows. Use the cork board supplied in each scholar study to pin items. The occupant will be fined \$5.00 for each mark or pinhole left on the walls.
 - b. Windows of scholar study doors must remain completely unblocked at all times per the Ohio Fire Code.
 - c. 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:**
 - a. unauthorized appliances and materials affixed to the windows, doors, or sills
 - b. hazardous or illegal substances
 - c. food and beverages
 - d. library materials not properly marked with an inhouse use streamer
 - e. personal furniture and/or bedding
 - f. 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. Personal materials may be placed in the lost and found by library staff; loose

papers are thrown away.

11. **Alert the Circulation Desk staff to problems** with lighting, noise, climate control, inappropriate behavior, or other building concerns.
12. **The demand for scholar studies exceeds the supply.** If your scholar study shows evidence of misuse or disuse, you will be asked to give up your scholar study.

Have questions or need clarification? Contact the Main Library Reference Department at ref@oberlin.edu or contact the Main Library Circulation Department at mcirc@oberlin.edu.