Effective May 30, 2018

Rooms are to be used by Regis University Faculty who have need of temporary office space in the library. Faculty members who have no other office space on the Lowell Campus will be given priority in room assignment.

Faculty members may apply to the office of the Dean of the Library for access to a study room. A signed Faculty Study Room Agreement is required to reserve a space and specify the period of use.

Rooms must be vacated by the end of the agreed period of use unless the Dean of the Library has granted an extension. Any personal items not removed from the study room by the end of the agreed period may be disposed of.

Unless otherwise specified in the agreement, rooms will be assigned on a bi-annual basis. Rooms must be renewed by May 30 and December 15 each year unless the agreement specifies a longer duration.

The Dean of the Library reserves the right to assign rooms to non-faculty members or other individuals performing research or other work that is important to the University’s mission.

Terms of Use

Use of the study room is available only when the library is open to the general public.

To avoid library materials being untraceable or thought to be lost, all library materials having a bar code or call number held in the study rooms must first be checked out at the circulation desk.

While the study rooms have a measure of security, the library is not responsible for personal items lost or stolen from these rooms.

To avoid undue traffic and noise, please limit the use of the study rooms for “office hours”.

Study rooms are library property, and are subject to periodic inspection and cleaning by library and maintenance personnel.