

# OSU Valley Library

## Long Term Research Room Application Form

Three rooms will come available during February 2013. Please submit an application to the library circulation desk (or by email to lori.hilterbrand@oregonstate.edu) by Friday, February 15, 2013. Applications will be reviewed by representatives of the Faculty Senate Library Committee and the Valley Library and room allocations made by Friday, February 22, 2013. You will be notified of the decisions soon after that date.

*Note: Library staff will periodically audit usage of the rooms. Any research room holder who does not use the room at least eight times per month will be asked to return the room key.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty     Doctoral Candidate     Other (please explain)

Length of time for which you require a research study room:  6 mo     9 mo     12 mo

Rank your preference (if any) by floor:  1<sup>st</sup> floor     5<sup>th</sup> floor     6<sup>th</sup> floor

Willing to share room:  yes     no

### ***For Doctoral Candidates***

Graduate candidates will ordinarily be granted a study room for 90 days but may apply for longer use; priority will be given to doctoral candidates during the year in which they defend their dissertation.

Please attach a 300-400 word statement in which you describe your project and explain your reasons for requesting an extended loan of the space. Your dissertation director should sign this statement.

Check here if you are defending during the term for which you request a room, and attach a letter from your department verifying your status.

### ***For Faculty***

Please attach a 300-400 word statement in which you describe your project and explain your reasons for requesting an extended loan of the space. Your chair of department head should sign this statement.

(1-15-13 Rev. LH)