OSU Valley Library
Long Term Research Room Application Form

Our three long term research rooms will come available during February 2018. Please submit your application to the library circulation desk (or by email to lori.hilterbrand@oregonstate.edu) by Sunday, February 4th. Applications will be reviewed by representatives of the OSU Libraries and room allocations will be made by Monday, February 12th.

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: ___ 1st floor ___ 5th floor ___ 6th floor

Willing to share room (with occupants using the space on different schedules): ___ yes ___ no

If yes, preferred Use Time: ___ Mornings ___ Afternoons ___ Evenings

For Doctoral Candidates

Please attach a 300-400 word statement in which you describe your project and explain your reasons for requesting an extended loan of library space. Your dissertation director should sign this statement. Priority will be given to doctoral candidates during the year in which they defend their dissertation.

____ Check here if you are defending during this year, 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 library space. Your chair or department head should sign this statement.

For All Applicants

Please include in your statement an indication of how a space in the library specifically benefits your work and research.

(1-17-18 Rev. LH)