

***Agreement regarding dedicated graduate student study space
Arranged between the History Department and Library and Media Services
Western Oregon University, October 2008***

The following parameters are based on the following principles:

- ✓ The library is a common-ownership resource with equitable access and services for all patrons.
 - ✓ Graduate students use library resources intensively, and such use should be facilitated.
 - ✓ The university, and each of its units to its own purposes, has an obligation to provide sufficient and appropriate resources in support of its teaching and research activities.
1. The space is a research & study area and not an office. It is imperative that no precedent is set for repurposing library study space to offices. GAs should be provided office space within the standard instructional and office buildings: not only because of the 3rd principle above, but it is important that the GAs be in proximity to their professors as teaching mentors. Of course, GAs may choose to grade papers or similar activities in the study area, but it is not to be advertised to undergraduate students or others as the GA's office.
 2. The room is available for use only during standard library hours. Besides the dedicated use of the room, all other library policies apply to the room and to the students assigned to the room.
 3. The student assumes all responsibility for valuables or personal belongings left in the room. While the space is dedicated and not available to other patrons, students should know it is not a private space. Library staff and student employees, custodial staff, and other campus service employees have access to the room.
 4. Library materials kept in the room must be checked out to the student. [Checking materials out prevents 1) other students and our staff from searching for "missing" books, and 2) patrons from other Summit libraries from requesting materials that are listed as "available."] Materials in the room that are not checked out are subject to removal and lending to other patrons. Materials located in the room, even though properly checked out, remain subject to overdue notices and fines, recalls, and other library policies.

5. The room is currently equipped with a whiteboard and markers; a cart of AV equipment (monitor, DVD & VHS players, CD & cassette players); a 4x8' table. We will remove chairs in excess of the number of students occupying the room. Campus wireless access is available in the room. We plan to add an open wall-mounted bookshelf to be shared among the occupying students. We will also place a reshelving cart either inside the room or just outside it so that the students can send back to the collection the materials they don't need. The room we have selected has east-facing windows (with a rolling shade) and is near the call number areas covering history.
6. Any computer equipment or wired network access is the responsibility of the History Department/Social Sciences Division.
7. Nothing is to be hung or attached in any way to the walls, ceiling, windows, or furniture. Any needs regarding furnishings, installations, or equipment should be discussed with Jerrie Lee Parpart (parparj@wou.edu, 503-838-8419).
8. Refrigerators, hot pots, coffee makers or similar appliances are prohibited. The student lounge (HL 106) is available for all students as an eating space.
9. The room is to be used exclusively by the persons to whom it has been assigned and cannot be loaned or transferred to another party. Nora Solvedt (solvedtn@wou.edu, 503-838-8158) in the library's administrative office will arrange for student access to the room with the campus key shop. The History department is responsible for notifying Nora of any changes in student enrollment in the program.