

## **Faculty Reading Room (room 270)**

### **Policies and Procedures**

The Faculty Reading Room is provided as a non-meeting space for individual study, research, and office work.

Faculty members from the College of Engineering, College of Mathematical and Physical Sciences, and University Libraries are authorized to use this room.

Access is via a keypad near the door. The code is available from the staff of the Science and Engineering Library. Faculty members will be asked to present their OSU ID cards before receiving the code.

The code may be changed at any time the SEL staff determines that this is necessary. Faculty members will be notified that they need to ask for the new code.

Students are not permitted to use the Faculty Reading Room. Faculty members should not bring students into the room with them. If you need a place to consult with a student in the library, please check out a key for one of the group-study rooms on the fourth floor (ask at the Circulation desk).

Food is not permitted in this room.

Drinks may be consumed if they are brought into the library in a reusable, spill-resistant container (see the food-and-drink policy posters).

Please sign in on the log sheet in the room. (The log enables us to determine the rate of use of this room.)

Please remove from the room any library materials that you bring in.

When using a library-provided computer in the room, please limit your time on the machine as others may be waiting to use it.