

Application For Graduate Study Space



School of Graduate Studies

Important Information Regarding Application:

- Drop off completed applications at the GSA Office, D413
- Questions about the application? E-mail gsa@uleth.ca

Application For Graduate Study Space



School of Graduate Studies

Eligibility:

- A graduate student beginning writing stage of thesis.
- Course work complete.
- No assigned space for graduate student.

U of L Student ID: _____

Name (first): _____ (last): _____

Home Address: _____

E-mail Address: _____

Phone Number: _____

Please Check One:

MSc. Student MA Student PhD Student

Year of Study: _____

Department: _____

Supervisor's Name: _____

I have reviewed the eligibility and am submitting this application in good faith.

Student Signature

Date

Supervisor Endorsement

Supervisor Signature

Date

Please return completed application and signed Code of Conduct Agreement to the GSA Office, D413.

Rules & Regulation for Graduate Study Space

University of
Lethbridge



School of Graduate Studies

This space has been created for graduate students who do not have an office space on campus. Respectful use of the space is required, so that future graduate students will also be able to use this space. The primary goal of this document is to orient you (the potential user) with the space and to outline a code of conduct when using the space. There is a \$25 key deposit required. This deposit can be given to School of Graduate Studies (SGS), once the application has been accepted.

Orientation

Once assigned this space you will have 24-hour access. The door will be card lock activated. Your student ID card will be activated once your application has been accepted. You will be assigned a single carrel; this will be your own space. Each carrel has a lock on the door entering the carrel and on the filing cabinet within the carrel. The SGS will issue you a set of keys once your application has been completed. Once you have finished with the space you will be required to return the keys to the SGS and your access card will be automatically deactivated. The space is expected to be left in the same condition you found it in.

There is a common space with tables and chairs located in the center of the area. This can be used only by people who have access to carrels and/or are accompanied by someone who has access to the carrels. Please review the Code of Conduct.

Attached is a code of conduct that should be followed once you are assigned a carrel.

Graduate Student Space Code of Conduct

(Adopted from Library Code of Conduct)

The University Library has accommodated the new graduate student's space. Graduate students are expected to adhere to the Code of Conduct standards set below.

The library is committed to providing users with fair and equitable access to library materials, resources, and services in an environment that is:

- * Safe, comfortable, and clean
- * Used by individuals who strive to respond to other with courtesy and respect
- * A positive and productive place for
 - Academic pursuits such as concentrated, deliberate study and research.
 - Instruction and learning.

The achievement of these goals for the benefit of all requires relationships based on collective responsibility, mutual respect for diverse user needs, and full compliance with the rules and regulations listed below.

Users and visitors are expected to engage in behaviour consistent with these goals. Entering the SGS carrel study space signifies an agreement to do so.

Consideration of Others

Cooperation, courtesy, and respect are an integral part of the social contract of the university community. SGS carrel study space users are expected to show consideration for the right of others to use the SGS study carrel space for its intended purposes.

This Code of Conduct serves to articulate these expectations by elaborating on what constitutes infringement on the rights of others. The examples included are not intended to be exhaustive. Rather they are to help users to more fully understand the principles embodied in the Code. The Code was developed in accordance with the Principles of Student Citizenship and the Student Discipline Policy, as published in the University of Lethbridge Calendar.

General Behaviour

Users are expected to observe all University policies and appeal procedures, as well as posted rules of SGS Carrel Study Space use. These include, but are not limited to:

Principles of Student Citizenship; Student Discipline Policy; External Users of University Facilities; Managing Unacceptable Behaviour; Personal Security Policy; Computer Use Policy; Access/Circulation Policy; Campus Smoking Policy; Animals on Campus; Alcohol Policy; Library Group Study Rooms Policy; Copyright; Safety Policy; Guidelines on Scented Products; etc.

Use of Collections and Facilities

SGS Carrel users are expected to respect SGS Carrel facilities in accordance with the “Non-Academic Offences” portion of the Student Discipline Policy.

This includes but is not limited to:

For Facilities:

- **returning any furniture that has been moved to its original configuration**
- **treating SGS Study Carrel property with respect (i.e., not mutilating, defacing, or otherwise damaging study carrels or other furniture)**
- **disposing of chewing gum in proper waste receptacles**
- **not disposing of chewing tobacco, snuff, etc., on SGS carrel study space/Library premises**
- **no furniture is to leave the SGS study carrel space or to come into the SGS carrel Study Space**

Noise

All SGS study carrel space users are entitled to a quiet environment in which to work. Users should respect the study area designations and noise level expectations of particular areas by modifying their conversations and activities accordingly.

The University Library consists of a combination of environments which must accommodate all types of user preferences; therefore, users should observe the following protocols.

- **Conversation:** If someone can be heard at the next table, study carrel or beyond 1.2 meters (4 feet) – the noise level is too loud. Users should keep their voices lowered. Loud, boisterous, or prolonged exchanges are disturbing to others and NOT Permitted.
- **Cell Phones:** Audible ringers should be turned off on cell phones and other devices on entering the SGS Study Carrels. Incoming and outgoing cell phone calls disturb others and therefore, out of courtesy, should occur outside of the SGS study carrel space. A house phone is available in the common area for local calls.
- **Other Audio Devices:** Audiovisual materials in must be viewed using headphones or other listening device. Personal audio devices with earphones are permitted. Volume levels on all head/earphones must be kept low so that they do not disturb others. No radios are permitted in the SGS carrel study space.

Food and Drink

The University Library has a food and drink policy that tries to balance user needs with the need to maintain a comfortable, clean environment and to preserve the collection. Because the SGS study carrel space is located within the library, we need to respect these rules.

In University Library study areas, food and non-alcoholic beverages are allowed under the following conditions:

- beverages are in containers with spill resistant lids (i.e., travel mugs, closed drink bottles, etc.)
- food is cold and produces minimal mess and smell (i.e., vegetables, crackers, cheese, raisins, chips, chocolate bars, etc.)
- all garbage and waste materials are disposed of in the proper receptacles available on each floor
- users take responsibility for cleaning any spills
- any spills or leftover refuse is immediately reported to staff
- the following restrictions with respect to food and drink are adhered to:
 - food and/or beverages are consumed with extra care when in proximity to computer workstations or other technology (i.e., microcomputers, photocopiers, printers, audio visual equipment, etc.)
 - no food deliveries
 - no food is to be left overnight

Open cups or glasses are not allowed anywhere. Hot or messy foods are likewise not allowed anywhere.

Since there is access to this space 24 hours a day, there are some additional rules that need to be considered and followed:

- Study and writing space for Graduate students, respect others.
 - Specifically, be aware of noise that you are creating. For example even if you have your headphones, if the music is loud people can still hear it. If you are listening to your music in the cubicle be sure to keep the door closed and the music low.
- Please be polite when approaching another student with concerns (their music is too loud). It is a shared space and conflicts can arise and keeping things polite can keep the atmosphere relaxed
- Guests (1-2) are permitted in the space, as long as they are quiet and respectful of others. The person with access to the SGS Carrel Study Space must always be present with their guest.
- Within each carrel students are permitted to tack on items, however nothing should be taped onto the windows or door.

Safety Precautions:

- There are two emergency exits, one exiting into the library and the second is a card lock entrance
- The University of Lethbridge has a working alone safety policy, please refer to <http://www.uleth.ca/workingalone>.
- The University of Lethbridge offers a Safewalk program, please refer to <http://www.uleth.ca/pln/sec/safewalk.htm> or call 380.1888.

Rules are subject to change.

If you have any questions, please e-mail gsa@uleth.ca.

I have reviewed the rules and regulations agree to respect them. In addition, I will not pass my card or keys that access the SGS Study Carrel Space onto anyone. If for whatever reasons I break any of these rules I am aware that I may lose access to this working space.

Student Signature

Date

Please return completed application and signed Code of Conduct Agreement to the GSA Office, D413.