

**Fenwick Library Dissertation Writers' Room Request Form**

Mason doctoral students, who have passed their comprehensive exams and are in good standing with the University and the University Libraries, are eligible to request writing space in one of Fenwick Library's Dissertation Writers' Rooms (DWR). DWR spaces are allocated on a **first come, first served basis by date/time this completed DWR Request Form is received at the Fenwick Library Information Desk (Fenwick Atrium).**

**Dissertation Writers' Room Policies**

1. Fenwick Library provides either one assigned study carrel in a lockable, shared group space OR one individual, lockable study room for one academic term. Students may not specify choice of DWR space.
2. Students access the assigned room with either a unique access code or a key (depending on type of assigned space). **DWR key or code must be picked up within 2 weeks of receiving your DWR assignment or use of the DWR is forfeited.** Individual room keys must be picked up at University Key Control (Nottaway Annex, Fairfax Campus). Cynthia Bentley, Library Administration Office, 4100A Fenwick Library, provides access codes. DWR keys must be returned to University Key Control by the end of the use period (see #3 below). A \$100 replacement fee is assessed for an overdue key.
3. DWR Use Period & Access (regardless of date the DWR is assigned.)
  - a. **FALL Term:** First day of fall semester classes to 5 p.m. on 2<sup>nd</sup> Friday in January.
  - b. **SPRING Term:** First day of spring semester classes to 5 p.m. on last day of spring finals.
  - c. **SUMMER Term:** First day of summer session to 5 p.m. on last day of summer finals.
  - d. **HOURS:** DWR spaces are available for use only **during library open hours** as posted on library.gmu.edu.
4. **DWR space must be locked at all times.** The Library is not responsible for any personal valuables/items used and/or left in the DWR. The Library is not responsible for any damage to and/or loss of personal property.
5. Only paper, pens, pencils and checked out library materials may be stored in the assigned DWR space.
6. Dissertation Writers **are not permitted to**
  - a. Use other Dissertation Writers' assigned space or swap assigned space.
  - b. Share the assigned DWR door access code or room key with anyone.
  - c. Use DWR spaces for group study/collaborative work sessions; meetings; office hours; interviews; media viewing/listening; gaming, or to meet child care needs.
  - d. Store food or beverages in assigned DWR space.
  - e. Use any type of electrical equipment in DWR space such as heaters, fans, cooking equipment, hot plates, printers, etc.
7. Dissertation Writers **are required to check out any library materials** s/he stores in his/her assigned DWR space.
  - a. Failure to check out materials before storing them in assigned DWR space is a violation of this policy.
  - b. If two violations are recorded, DWR space privileges will be permanently revoked.
  - c. Inspections of DWR assigned spaces are conducted regularly by authorized Library staff to remove materials that violate regulations, including library materials not checked out. If two violations are found during DWR space inspections, DWR privileges will be permanently revoked.
8. Students are informed by email if they are assigned a DWR. **The key must be picked up within 2 weeks of receiving your DWR assignment or you forfeit using the DWR.**

|  |   |                                 |
|--|---|---------------------------------|
| <b>Student Name (Print)</b>  | Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer<br>Year: | <b>Today's Date</b>             |
| <b>I UNDERSTAND AND AGREE TO OBSERVE ALL DISSERTATION WRITERS' ROOM SPACE POLICIES.</b>  |   |                                 |
| <b>Signature</b>   | <b>Mason NetID / Mason e-Mail</b>   | <b>G Number</b>                 |
| <b>STUDENT ELIGIBILITY AUTHORIZATION</b>   |   |                                 |
| <i>This section must be completed by your dissertation committee chair or a department administrator who can validate your eligibility.</i>  |   |                                 |
| <input type="checkbox"/> I verify that the above named student has advanced to candidacy and is qualified by the department to pursue the dissertation research and/or writing phase of his/her program. |   |                                 |
| <b>Name</b>  | <b>Title</b>  | <b>Phone</b>                    |
| <b>College/School</b>  | <b>Department</b>   | <b>Mail Stop #</b>              |
| <b>Signature</b>   | <b>Date</b>   |                                 |
| <b>Library Staff Only</b>  |   |                                 |
| <b>Date &amp; Time Received</b>  | Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer<br>Year: | <b>Staff Initials</b>           |
| <b>Carrel &amp; Shelf or ROOM #</b>  | <b>Key Code #</b>   | <b>DWR Use Expiration Date:</b> |