



Arlington Campus Library  
 University Libraries  
 Founders Hall, 3351 Fairfax Drive, Room 201, MS 1D1  
 Arlington, VA 22201  
 Phone: 703-993-8188; Fax: 703-993-8142

## Arlington Campus Library Dissertation Writers' Room Eligibility Form

Doctoral students who have passed their comprehensive exams and are in good standing with the University Libraries are eligible for work space in the Arlington Campus Libraries' Dissertation Writers' Room (DWR), a shared office space for students featuring individual, dedicated work spaces and storage units. Students must supply departmental verification of their status by submitting this form. This form must be completed by the student's dissertation committee chair or by a departmental administrator who can validate a student's eligibility. Dedicated spaces are assigned on a first come, first served basis upon receipt of this completed form.

### Policies for Arlington Campus Library Dissertation Writers' Room

1. Subscriptions to Dissertation Writers' Room, along with the assigned storage, are available for:
  - a. Fall Term: First day of Fall semester classes to 2<sup>nd</sup> Friday in January
  - b. Spring Term: First day of Spring semester classes to 2<sup>nd</sup> Friday in August
2. The DWR is only accessible during the Library's open hours.
3. Subscribers will be assigned a dedicated work study carrel and mobile storage unit; subscribers are not permitted to use others' assigned work spaces and storage.
4. Only subscribers are allowed to utilize the DWR. Subscribers may not share the door code or keys with non-subscribers. Additionally, the DWR is not to be used for meetings, office hours, interviews, media viewing, or to meet child care needs.
5. The Library's food and drink policy applies to the DWR.
6. A strict no camping policy applies to the DWR. Subscribers may not leave any personal items or research materials in their assigned room unattended.
7. Only personal materials (notebooks, pens, etc.) and checked out library materials may be stored in a subscriber's assigned storage unit. Do not store valuable property such as laptops, iPads, etc., in a mobile storage unit as the Library is not responsible for any items stored.
8. Subscribers are required to check out the library materials that they will be utilizing and storing in the DWR. Failure to check out materials before storing them in the DWR will result in a violation of policy. If two violations are recorded, DWR privileges will be permanently revoked.
9. Inspections of assigned storage and of the DWR are conducted regularly by Library staff who are authorized to remove materials that violate regulations, including food or uncharged library materials. If two violations are found during room inspections, DWR privileges will be permanently revoked.
10. At the end of the room subscription, storage unit keys need to be returned to the Head of the Arlington Campus Library. If the subscriber fails to do so, there will be a key replacement fee of \$67.00.

Student Name: \_\_\_\_\_

Term:     Fall                       Spring                      Year: \_\_\_\_\_

University ID (G number): \_\_\_\_\_

Mason email: \_\_\_\_\_

*I have read and acknowledged the above policies.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This form is confirmation that the above student has passed their comprehensive exams and is qualified by the department to pursue the dissertation research and/or writing phase of their program.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Mason email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return completed form to the Arlington Campus Library Circulation Desk or submit via email to brozkow@gmu.edu**

**Staff Intake** Staff Member: \_\_\_\_\_ Date & Time: \_\_\_\_\_