

Arlington Campus 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 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 by date/time this completed DWR Request Form is received at the Arlington Campus Library.**

**Dissertation Writers’ Room Policies**

1. Subscriptions to the DWR, along with assigned storage, are for available for:
	1. Fall Term: First day of Fall semester classes to the 2nd Friday in January
	2. Spring Term: First day of Spring semester classes to the 2nd 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 or storage shelving; subscribers are not permitted to use others’ assigned spaces and storage.
4. Only subscribers are allowed to utilize the DWR. **Subscribers may not share the door code with non-subscribers**.
5. Only personal materials (notebooks, pens, etc.) and checked out library materials ma be stored in a subscriber’s assigned space.
6. Only paper, pens, pencils and checked out library materials may be stored in the assigned DWR space**. Do not store personal items in the DWR.** 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.
7. Dissertation Writers **are not permitted to**
	1. Rearrange furniture in the DWR and add extra furniture from the library space.
	2. Use DWR spaces for group study/collaborative work sessions; meetings; office hours; interviews; media viewing/listening; gaming, or to meet child care needs.
	3. Store food or beverages in assigned DWR space.
	4. Use any type of electrical equipment in DWR space such as heaters, fans, cooking equipment, hot plates, printers, etc.
	5. Failure to meet the above requirements is a violation of this policy. If two violations are recorded, DWR space privileges will be permanently revoked.
8. Dissertation Writers **are required to check out any library materials** they store in their assigned DWR space.
	1. Failure to check out materials before storing them in assigned DWR space is a violation of this policy.
	2. If two violations are recorded, DWR space privileges will be permanently revoked.
	3. 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.

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| **Student Name (Print)** | **Term  Fall  Spring  Summer Year:** | **Today’s Date** |
| **I UNDERSTAND AND AGREE TO OBSERVE ALL DISSERTATION WRITERS’ ROOM SPACE POLICIES.** |
| **Signature** | **Mason NetID / Mason e-Mail** | **G Number** |
| **STUDENT ELIGIBILITY AUTHORIZATION***This section must be completed by your dissertation committee chair or a department administrator who can validate your eligibility.*** 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.** |
| **Name** | **Title** | **Phone** |
| **College/School** | **Department** | **Mail Stop #** |
| **Signature** | **Date** |
| **Library Staff Only** |
| **Date & Time Received** | **Term  Fall  Spring  Summer Year:** | **Staff Initials** |
| **Carrel or Shelf #** | **Key Code #** | **DWR Use Expiration Date:** |

For full eligibility, this form must be completed in its entirety and returned to the Arlington Campus Library. Return it to the Information Desk or submit via email to ebass2@gmu.edu.

ACL DWR Form 2021