

# Concordia University Libraries

## Webster Dissertation Writers' Rooms: Information for Users

Three Dissertation Writers' Rooms, located on the fifth floor of Webster Library, are designated for research and writing, and furnished with tables, table task lights, chairs, lockers, and shelves; two of the rooms are wheelchair accessible. A shared lounge space, printers/copiers, and a designated eating area (kitchenette) are also located on the fifth floor.

### ACCESS TO THE ROOMS

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Access to the designated graduate space on the fifth floor is limited to current Concordia University graduate students; access is obtained by scanning your Concordia ID Card.

### NOISE, CLEANLINESS AND INTEGRITY OF SPACE

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The Dissertation Writers' Rooms are designated **silent spaces**. Conversation is not permitted. No food is permitted in the rooms. Liquids in spill proof containers are permitted.

The Lounge area is a space for relaxing and refreshing. Soft conversation is allowed as well as snacks.

The Kitchenette is shared by many students. Each student has the responsibility to ensure that after use, the kitchenette is left orderly and clean. Personal items such as mugs, plates cannot be left in the kitchenette.

### SHELVES AND LOCKERS

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Shelves and lockers are available in the rooms; you may request at the Webster Circulation Desk that a shelf or locker be assigned to you; they are available on a first come first served basis and are available until September 30. To request a shelf or locker, you must be a currently registered graduate student

- Only one shelf or locker can be assigned to each student
- Shelves and lockers are assigned to an individual student and must not be shared with others
- Shelves and lockers are assigned until September 30; we will contact you in early September about renewing your shelf or locker

Special Conditions for Shelves:

- Books checked out to shelves are checked out until September 30, but the Library reserves the right to remove any materials that have been recalled/requested by other users after an initial 2 week loan period (with the exception of items needed for Reserves, for which the initial 2 week loan period does not apply).
- Library books that you want to keep on a shelf must be checked out at the Circulation Desk. Any items assigned to the shelf will have a flag. Any items found on the shelf without a flag will be removed from the shelf by Library staff. Do not leave material borrowed on your student account on your assigned shelf.
- Return material that is no longer needed to the Circulation Desk

Special Conditions for Lockers:

- The locker is NOT student property. The Library reserves the right to open and inspect the locker at any time
- The combination will be provided to you at the Circulation Desk when you initially request a locker
- Do not store library books, food, dangerous and flammable materials in the lockers
- The library cannot take responsibility for theft or vandalism

### NON-COMPLIANCE WITH THE POLICY

Users who do not comply with this policy may be refused future access to a room and may be billed fees to cover the cost of any cleaning or reparations to the furniture, walls, equipment or other facilities in the space.