



## CUBICLE APPLICATION GUIDE

1. Individuals who are interested in renting a room should send an application to the library.
2. Cubicle assignment to new occupants happens at the beginning of every semester.
3. The library assigns a cubicle to new occupants on the following bases:
  - a. **Comprehensive exam finishers over course work finishers.** The library grants a cubicle primarily to applicants who successfully finished their comprehensive exam and secondly to applicants preparing for a comprehensive exam.
  - b. **Program director/department chair's input.** The library consults the program director or department chair if there are several applicants of the same status. Factors like advancement in their paper, committee membership, and others are considered in the decision.
  - c. **First come, first serve.** The library always considers the date of application.
4. Applicants will receive a notice from the library director about the status of application a week before the start of classes.
5. Occupants are expected to faithfully follow the cubicle use guidelines, which are as follows:

### Cubicle Use Guidelines

1. Only authorized users are allowed to use the cubicles. The use of the assigned cubicle is non-transferable and should be renewed every semester.
2. The cubicles are for research purposes only and expected to be used accordingly
3. Authorized users may bring to the assigned cubicle:
  - a. Computer and printer
  - b. Personal study materials and books and other equipment and/or materials pertinent to the research and study in progress
  - c. Library books, periodicals, and other resources on an authorized loan
  - d. Other non-checked-out library resources only while the user is in the cubicle.
4. On the other hand, authorized users are not allowed to:
  - a. Use the cubicle to take care of children
  - b. Bring equipment that may disturb other users
  - c. Use the cubicle as a discussion or group study room
  - d. Bring or keep food and beverages in the cubicle or any product that may spoil library materials and may attract pests.
  - e. Keep books, periodicals, or any other library resources that are not checked out if the authorized user is not in the cubicle
5. Assigned users will be responsible for keeping the windows closed, and the lights and other electronic and electrical equipment turned off when they leave
6. The library will take care of the cleaning of the room. The user, however, is expected to keep it neat and to avoid accumulating garbage there
7. Designated librarians and/ or assistants will examine the cubicles regularly and verify the compliance with these guidelines
8. Users are advised not to leave valuables like money, watches, checkbooks, etc., inside the cubicle. They must never leave the door of the cubicle unlocked. The library administration will not be responsible for the loss of things in the cubicle.
9. Users are responsible for the key to the cubicle. The key should be returned to the library as soon as the assigned use of the cubicle ends. Copies of the keys are not allowed, and lost keys should be reported immediately. Lost keys and/or the late return may carry a fine and/or replacement fee
10. The cubicle user is expected to comply with the Cubicle ID guidelines and privileges.
11. The Library Administration reserves the right to withdraw the privilege of using the cubicle if the patron is found violating the rules and/or exhibiting unbecoming behavior. No refund will be made for revoked privileges.

This is to certify that I have read and understood the rules and guidelines on using the cubicle. I pledge to abide by the library policy governing its use.

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

\_\_\_\_\_  
Signature of Applicant