Robert W. Woodruff Library
Policies on Assignment and Use of Woodruff Library Studies

Studies are assigned with the intention of facilitating the research and scholarship activities of Emory faculty and doctoral students of the Graduate School of Arts and Sciences who are currently writing their dissertations. Studies are not intended to serve as office or conference space, nor are they to be given to a proxy or any other person to whom the study has not been assigned.

Studies are assigned for three semesters (one year) and may vary by a few months. You will be asked to vacate your study by the end of your assignment date. At that time you may reapply for another study. We do not renew or extend studies due to high demand but you may reapply one month before your expiration date in order to try to keep the same study. In the event that the study is no longer needed, the key should be returned to the Library Service Desk on level 2 so that the study may be reassigned.

Assignments to studies are made to eligible faculty or students based on the date of application. Priority in assignment is given to those who are willing to share a study. Studies are monitored on a regular basis. To ensure the study holder’s privacy, library staff will not disclose the study number to anyone who may inquire. Messages will only be delivered in cases of emergency. Do not have any mail or packages delivered to the library.

1. All library materials must be checked out to you at the Library Service Desk before being placed in your study.
2. Computers and small table lamps may be brought into a study. Music players may be used only with headphones. Please keep in mind that the studies are not sound proof.
3. Please be considerate of others when using cell phones. Please be aware that studies may or may not pick up on the wireless network.
4. Please do not hang anything on the doors inside or out.
5. Smoking is not permitted in studies.
6. The use of space heaters is prohibited.
7. Do not take furniture from any other part of the library into your study. Any other additional furniture or equipment must be approved. You may send a request via e-mail at carrels-studies@listserv.cc.emory.edu.

If repairs are needed they should be reported to Marty Ike at 7-5103, or email him at carrels-studies@listserv.cc.emory.edu.

When the study holder is ready to vacate the study all personal belongings must be removed promptly. Studies that are abandoned or left unused for a long period of time will be cleaned out and reassigned. The contents of the abandoned study will be stored for 2 months. After that time the library will dispose of them.

By accepting a study you have agreed to abide by this policy.