

# OSD Room Use Guidelines

*All students are expected to interact with Library employees in a respectful and courteous manner, and to uphold the UCSD Principles of Community. Guidelines below apply to all OSD Room users and are enforceable by all Library employees.*

The “OSD Room” is for individual use by students registered with the Office for Students with Disabilities (OSD) **and** in possession of an Authorization for Accommodation (AFA) letter *explicitly indicating* their use of the room for the *current* quarter. Misuse of the OSD Room may result in suspension of room privileges.

## Reservations Required (including during Overnight Hours):

- Reserve a time slot via the link in your AFA letter; log in with your Single Sign-On (SSO) credentials
- Reservations of up to 4 consecutive or non-consecutive hours are permitted per user, per day
- Reservations may be made up to two weeks in advance
- To open the door, use the unique access code provided in the reservation confirmation that is sent to your campus email address

## Confirmations:

- You will receive a reservation confirmation to your campus email address after submitting a reservation
- Retain your confirmation as evidence of your reservation, should a conflict with another user arise, and for the access code to enter the room

## Policies:

- This room is eligible for use during Geisel Library’s overnight hours during the regular academic quarters; see all Library hours at <http://lib.ucsd.edu/hours>
- Clean up after yourself; clean spills thoroughly & immediately with the provided cleaning supplies
- Clean and vacate the room by the end of your reservation time period or when another user arrives with a reservation for the space
- Library, Security, or Custodial employees may enter the room at any time and/or may request to see verification of your AFA letter for using the OSD Room during the current quarter
- **The following are not permitted:**
  - Food or drink in the room
  - Sharing the access code with anyone
  - Room use by more than one student
  - Writing on or damaging walls or furnishings
  - Leaving personal belongings unattended for any length of time; the Library is not liable for theft or damage
  - Moving furniture in or out of the room
  - Unplugging or changing settings on the air filter in the room; notify Library employees or email [gthipati@ucsd.edu](mailto:gthipati@ucsd.edu) immediately if the filter is not working

### For equipment, printer paper, and cleaning supplies:

- Contact OSD (858-534-4382 or [osd@ucsd.edu](mailto:osd@ucsd.edu))

### For safety & security issues:

- Call/text Library Safety & Security (858-282-3602) or call Campus Police (858-534-4357) or 9-1-1