

OSD Room Use Guidelines

All students are expected to interact with Library Staff in a respectful and courteous manner and uphold the UCSD Principles of Community.

These guidelines are applicable to all OSD Room users and are enforceable by all library staff:

- This room is for use by students registered with the Office for Students with Disabilities (OSD) and who have obtained an Authorization for Accommodation (AFA) letter explicitly indicating that they may access this room for the current quarter.
- This room is not eligible for overnight use. The room key is due back to library staff 15 minutes prior to closing (generally, by 9:45 p.m. Sun-Thurs and 5:45 p.m. Fri-Sat during regular academic quarters).
- The key is checked out on a first come, first serve basis and is checked out for 3 hours at a time. This room is shared among those that need it as an accommodation, so be courteous of others who may need the space.
- No food or drink allowed.
- Only one student may use the room at a time.
- Do not write on or damage walls or furnishings.
- Do not leave personal belongings unattended at any time. The Library is not liable for theft or damage.
- Do not move furniture in or out of the room.
- Keep the room clean. Clean spills thoroughly & immediately with cleaning supplies in the room.
- Do not unplug or change the settings on the air filter in the room; notify Library staff or email learningspaces@ucsd.edu immediately if the filter is not working.
- Library employees, including Security and Custodial staff, may enter the room at any time.

For equipment, printer paper, and cleaning supplies inquiries:

- Contact the OSD (858-534-4382 or osd@ucsd.edu)

For safety & security issues, call:

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