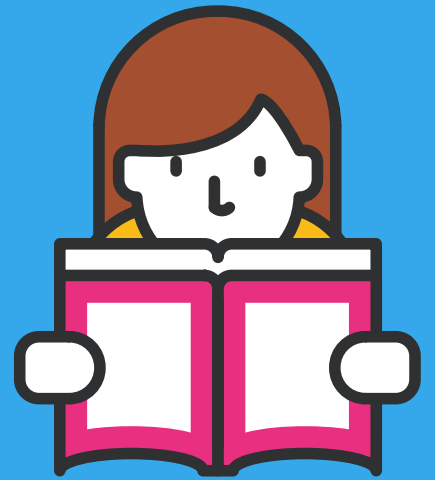


PhD Shared Office Best Practices

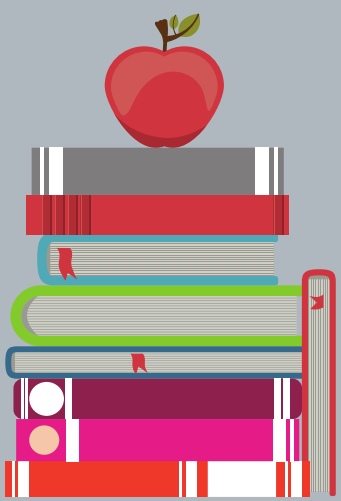
**BE RESPECTFUL OF THIS
STUDY ENVIRONMENT.**

Remember that this office is to be shared with other PhD students. Please leave this area clean for other users!



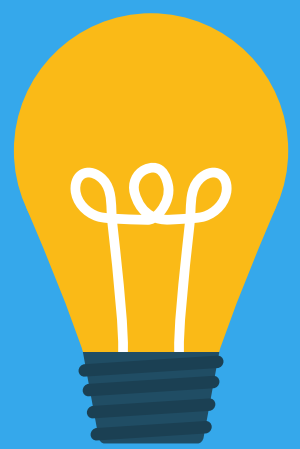
**DO NOT LEAVE ANY
PERSONAL BELONGINGS OR
LIBRARY MATERIALS HERE.**

If you need a personal space to keep your things, ask the staff to assign you a desk drawer on the third floor.



**TURN THE LIGHTS OFF
WHEN YOU LEAVE.**

Remember that saving energy helps the environment!



**DO NOT BRING THE KEY
OUTSIDE THE LIBRARY.**

Lock the door when you leave and return the key to the library desk.

