

THIRD FLOOR BEST PRACTICES

DESKS AND DRAWERS

**DESKS ARE
TO BE SHARED BETWEEN
ALL PHD STUDENTS.**

**IF YOU NEED TO LEAVE
SOMETHING IN THE LIB,
YOU MAY ASK A
LIBRARIAN
TO ASSIGN YOU A
DESK DRAWER**

**DO NOT LEAVE YOUR PERSONAL
BELONGINGS ON THE DESKS,
AFTER LEAVING THE LIB.**

**PUT THEM IN YOUR
PERSONAL DRAWER
(IF YOU HAVE ONE)
OR TAKE THEM WITH YOU!**

LIBRARY MATERIALS

**HELP THE STAFF TO NOT
LOSE TRACK OF BOOKS
AND JOURNALS.**

**DON'T LEAVE THEM ON
THE THIRD FLOOR'S DESKS.**

**USE THE RESHELVING
CART ON THE GROUND
FLOOR!**

DON'T FORGET YOUR STUFF!