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), 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
- Use the unique key 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

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 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 learningspaces@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)

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

Revised: G. Thipatima, May 2024