



Jean-Léon Allie Library and Archives

Research studios are allocated in order of priority to registered students and professors of Saint Paul University (SPU), registered students and professors of other universities and external researchers from research institutions. Access to studios is limited as follows:

- members of the SPU community can access their studio beyond Library business hours with the use of their SPU card;
- other studio renters can access their studios only during Library business hours;
- no studio access between midnight and 6 a.m. daily.

Rental fees are charged on a credit card only. A payment will be drawn at the beginning of each session that is, on May 1st, September 1st and January 1st.

You must give a minimum one month's advance notice if you want to shorten the period of occupation. Saint Paul University's administration reserves the right to modify the rental fees in September of each year. A one (1) month deposit is required upon signature of rental agreement. You will then receive the studio key.

Research Studios - Rules & General Informations

RULES :

- Eating in the studio is forbidden.
- Noise must be kept to a minimum.
- Group meetings are not permitted.
- Subletting a studio to another student is strictly forbidden.
- Lights must be turned off when leaving a studio.
- Personal belongings left in a studio are at the occupant's sole risk.
- Once a studio is rented, the occupant cannot move to another one.
- Door windows must be unobstructed.

BOOK LOANS:

- Please consult the borrowing policy to learn more about your borrowing privileges.
- All books in your studio must be checked out in your library account.
- The loan period for reserve books is two hours, please return these within this time limit.
- External renters cannot borrow books.

Library staff will ensure compliance with all rules. **Library materials not properly registered will be returned to the collection shelves.**

For more information: www.ustpaul.ca under **Library - Services** and select Studios.

INTERNET AND VOICE MAIL:

For assistance: www.ustpaul.ca under **Services -Computer and Telecommunications Services** and select Wireless Network. External renters must pay an additional fee for internet access.

MAINTENANCE SERVICES AND REPAIRS:

The installation or mounting of personal items to a wall is not permitted. Studio and studio furniture repair requests should be emailed to campus@ustpaul.ca for approval. Please include your name, studio number and contact information in the email.

SECURITY:

Extension **5555**

PLEASE NOTE :

Library staff, security staff and maintenance and cleaning staff are authorized to enter the studios at any time.

If you default on a payment, the amount will be added to your university account.

RESPONSIBILITY:

The occupant is responsible for observing the rules regarding occupancy of the studio. Should these rules not be adhered to, management reserves the right to terminate the rental agreement.

In case of fire:

You are responsible and obligated to **immediately** evacuate the library through the closest emergency exit and go at the main parking lot upon hearing a fire alarm, regardless of the date and time. Do not use elevators. If you are unable to use the stairs, go to the top of the stairwell at the emergency exit and call 911 or security (613-236-9000) for evacuation assistance.