Guidelines for the GRAD Writing Room

The GRAD Writing Room (JRL 464) is a space designed to help graduate students and postdocs write academic projects. We hope the following guidelines will help make the space more useful for everyone!

Access to the GRAD Writing Room:

- Graduate students and postdocs who have attended previous UChicagoGRAD write-ins or Writing Program events or have consulted Graduate Writing Consultants are eligible to use this space.
- Room access is controlled electronically, and your UChicago Card is needed for access.
- Students who qualify to use the space should request access to the GRAD Writing Room by emailing GRADWritingRoom@uchicago.edu, stating your name, your Chicago ID number (located on the back of your UChicago Card), and what writing program or service you have used. If you qualify for access, we will enable your UChicago Card electronically and notify you when you have access to the room.
- If the room is full and more students are waiting to use the space, please be courteous and limit your writing hours for that day (e.g., stay for a couple of hours or a half-day, not all day).

Notes on Your Use of the Space:

- Snacks and covered drinks (but not meals) are permitted in GRAD Writing Room, per library policy.
- Please help maintain a supportive environment for scholarship (e.g., keep noise to a minimum).
- Please be respectful of other people’s space and give everyone a chance to spread materials around their laptop as necessary.
- When listening to music or other audio, always use headphones and keep the volume low.
- Please remember to carry your UChicago Card with you when leaving the space (e.g., making a copy or using the restroom). If you are locked out, please ask for assistance from the Circulation Supervisor on the 1st floor.

Use of Lockers:

- Lockers are available for rent. To request a locker, please visit the ID & Privileges Office located on the 1st floor of the Regenstein near the Entry Control Desk.

Nearby Facilities:

- Restrooms are located between the passenger elevators and the main staircase on the 4th floor.
- A multi-function copier/scanner is located near the entrance to the 4th floor bookstacks.