



University Libraries

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Emeriti Faculty Research Room, Fenwick Library

Policies and Procedures

The Libraries provide seven (7) dedicated spaces for emeriti faculty in a common Research Room in Fenwick Library, Room C4703. The space is intended for use by retired faculty who continue to be engaged in research and publication activities. This space has been designed in an “office carrel” physical layout, permitting individualized work areas for reading and writing.

1. Upon the written recommendation of the Department Chair (the retired faculty member’s former department), research spaces are assigned on a first-come, first-served basis, by the Access Services and Administration Coordinator, Cynthia Bentley. Research spaces will be assigned for six months, and the recipient of a space must reapply to extend their occupancy for a subsequent six-month period (provided that there are no others on the waiting list).
2. Faculty assigned research space must provide their own laptops; printing is not available in the Research Room. The library itself, including the Research Room, supports wireless-enabled laptops.
3. The Research Room must be kept locked at all times. Faculty assigned an office carrel are provided a unique Omnilock code for access.
4. Faculty assigned an office carrel are responsible for any belongings left in the Research Room; the library does not assume responsibility for personal items. Each carrel is equipped with a lockable compartment for storage of personal items.
5. Faculty assigned spaces in the Research Room are asked not to keep books from the Libraries in their study spaces without checking them out, and to renew books checked out according to the standard policies and loan periods set by the Libraries.
6. All other library policies and procedures must be followed.