Scholar Studies
Dartmouth College Library

Purpose:
The library assigns scholar studies to individuals in support of their scholarly activities.
Sample purposes for which a study is assigned include:
- Projects which make extensive use of library materials
- Writing a book or research paper
- Preparation for a course
- Preparation of College planning reports and official documents

Study space is limited. The Library considers the following factors when making assignments:
the identity of the applicant, the nature of the intended use, and the willingness to share a study.

Eligibility:
Members of the Dartmouth Community eligible for a study include in priority order:
- Active faculty
- Visiting faculty engaged in teaching
- Active administrative officers
- Scholar spouses/partners of faculty or administrative officers
- Emeriti faculty
- Emeriti staff
- Visiting scholars
- Graduate and Undergraduate students engaged in research, such as writing a thesis, at
  the written request of a faculty member

Nature of the intended use of the study is equally important in making study assignments. Priority will be given in the following order:
- Scholarly research and writing heavily dependent on the Baker/Berry collections
- Other scholarly research and writing
- Course preparation
- Preparation of college planning reports and other official documents
- General writing

Administration of the Studies:

Assignment:
The Library will assign studies in the following manner: there will be a variety of terms
of occupancy for scholar studies, ranging from a period of one year to one day. Initial
assignment of studies will be:
- 19 - one year
- 19 - one quarter
- 4 - one month
- 2 - one week
- 1 - one day
- 2 - reserved for visiting faculty
- 2 - reserved for shared studies for a total of 4 students

The number of studies assigned to different terms of occupancy will be re-evaluated at
the end of each year and will be defined based upon an assessment of usage needs in
consultation with the Council on the Libraries.

Studies not used on a regular basis will be reassigned to another applicant.
Shared studies:
Depending upon the level of need, a number of studies will be defined as shared studies. Two occupants may be assigned to these studies by mutual agreement.

Renewals:
Study occupants will be eligible to reapply for a study for the following period, supported by evidence of sustained usage and continuing need. Renewal will be dependent upon availability. Studies not used on a regular basis will be reassigned to another.

Waiting List:
When there is a waiting list, the occupant who has held a study for the longest period of time will be asked to vacate. That person may reapply to be on the waiting list for the next available study.

Location of Assigned Studies:
The Library will attempt to accommodate special requests for a particular study location when possible.

Responsibilities of a study occupant:
The study occupant will agree to abide by the Scholar Study Guidelines as set forth by the Library.