

## 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.