



Faculty Research Study

APPLICATION

Name _____ E-Mail Address _____

Department _____ Office Phone _____ Box No. _____

Title of Project: _____

Time Needed for Project Completion: _____

Use the space below for your project description.

I have received a copy of the Library Faculty Research Study Policy and agree to abide by it.

Signature _____ Date _____

Recommended by:

Department Chair Date

To be completed by Library Dean's Office:

Assigned _____
Dean of the Library Date

Study No. _____

Assignment Dates: _____

LIBRARY FACULTY RESEARCH STUDY POLICY

DEFINITION: FACULTY RESEARCH STUDY

Library Research Studies are lockable rooms with a work surface and small file cabinet. Electrical and data outlets are available for the use of individually owned computers. There is no telephone service available in the studies. Research Studies are for the use of faculty engaged in major research projects where access to the Library collections and services would be of significant benefit.

METHOD OF ASSIGNMENT

Faculty members may apply by reading this policy and completing an application form available in Administrative Department and on the Library web page. Department Chairs will need to review and sign applications before assignments can be made. The Library Administrative Office assigns studies. If one is not available at the time of application, the faculty member will be placed on a list for assignment when one becomes vacant.

LENGTH OF ASSIGNMENT

Studies are assigned on a semester basis, not to exceed 12 months. Renewal will be considered, based on need and availability.

ASSIGNMENT PRIORITY

Study assignments will be made on a first-come/first-served basis according to the following priority:

1. MTSU faculty engaged in research
2. MTSU retired faculty engaged in a research project
3. Special circumstances such as visiting scholars engaged in a research project.

USE OF LIBRARY MATERIALS IN THE FACULTY RESEARCH STUDY AREA

Library materials placed in the study (including locked files) must be properly checked out. The study will be checked regularly by Library staff members. Materials not properly checked out will be removed. Materials that do not circulate; e.g. periodicals and reference materials cannot be left in the study.

RESPONSIBILITY FOR ITEMS IN THE STUDY

Although the research study can be locked, the Library cannot assume responsibility for damage or loss of any items left in the area. The walls of many studies do not extend to the ceiling so access between studies will be possible.

REGULATIONS

1. All Library materials in the study must be checked out or they will be removed and reshelfed.
2. Non-circulating Library materials may not be left in the study.
3. Smoking is not permitted in the study.
4. Foods and/or beverages are not permitted in the study.
5. The study may only be used during the hours the Library is open.
6. Faculty members in the studies will not be paged for phone calls. Mail and messages cannot be delivered to faculty in the studies.
7. Studies are for research and may not be used as a consultation, office space, etc.
8. Faculty members may not place items such as file cabinets, radios, heaters, etc. in the study due to limited space, safety, and other operational concerns.
9. Keys may not be duplicated or loaned to other individuals. Keys must be returned to the Library Administrative Office at the end of the assignment. Lost keys should be reported immediately to the Library Administrative Office (2772). Lost keys require a replacement charge.
10. Carrels that are assigned but appear not to be used may be reassigned to another user if necessary.
11. Failure of faculty to conform to research study regulations may result in cancellation of the study assignment.