

## **Policy 17: Ellis Library Faculty Research Offices**

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University of Missouri Libraries

### General Policy Manual Policy No. 17

## Ellis Library Faculty Research Offices

- Scope of Policy
  - This policy establishes guidelines for the assignment and administration of faculty research offices located in Ellis Library.
- Purpose
  - The purpose of this policy is to ensure that faculty research offices are available for use by the MU academic community on an equitable basis.
- Eligibility and Assignment of Research Offices
  - Only those with an active affiliation with the University of Missouri will be eligible for use of a faculty research office.
  - Offices will be assigned by the designated faculty research office administrator in the Library Administration office. This individual will seek consultation from the University Librarian as needed to ensure fair and equitable usage of the research offices.
  - Offices will be assigned according to the following priorities:
    - First priority will be current tenured/tenure track faculty.
    - Second priority will be current non-tenure track (NTT) faculty.
    - Third priority will be current unranked non-regular academic titles.
    - Fourth priority will be retired/emeritus faculty or academic titles.
    - Fifth priority will be other individuals with an active affiliation with the University of Missouri. These will be considered on a case by case basis.
  - Within each priority, offices will be assigned on a first come, first served basis.
  - As a general rule, faculty research offices will be assigned according to double occupancy (two individuals to an office). An individual will have the opportunity to request for single occupancy at the time of application. Single occupancy will be granted at the discretion of the Library and may be revoked at any time to accommodate other applicants.
- Length of Usage
  - Once assigned, a faculty research office will remain assigned to the individual until one or more of the following criteria are met:
    - The individual voluntarily vacates the research office.
    - The individual's affiliation with the University of Missouri is terminated or otherwise ends.
    - The individual leaves the physical location of the University of Missouri for a period of longer than one semester (such as working/researching abroad).
    - The research office administrator is unable to make contact with the individual assigned to the office after at least three attempts spanning a period of at least forty-five days.

- As determined by the Director of the Libraries, the Library has good cause to terminate the usage of the faculty research office (such as failure to follow established guidelines, remodeling of physical library spaces, etc.).
  - Occupants of faculty research offices may be asked to switch or relocate offices at the discretion of the Library.
- Application Procedures
  - Those desiring to utilize a faculty research office will complete an application as maintained by the faculty research office administrator.
  - Applications will be accepted at any time throughout the year.
  - The research office administrator will maintain a waiting list, ordered according to the priority list previously stated, for office usage in the situation that there is not an available research office at the time of application.
  - Current office occupants will be asked to complete a new application each year in order to keep records, contact information, and usage up-to-date.
- Fees
  - The faculty research offices will be provided free of charge to the academic community of the University of Missouri.
  - The following fees may be assessed to the occupant(s) as needed at the discretion of the Library:
    - Key replacement/lock replacement (in the event of lost keys)
    - Repair or maintenance (to be assessed in situations where damage is a direct cause of the actions of the office occupants).
- Guidelines for Usage of Research Offices
  - Any library books and journals stored in the study carrel must be properly checked out in the faculty research office occupants name. Any other Library materials will be returned to the appropriate desk or library department.
  - The Library reserves the right to enter offices in search of materials that are not checked out or for any security concerns.
  - The use of the office by anyone other than the assigned occupants must be approved by the Library Administrative Office.
  - Office keys are not to be duplicated.
  - The Library is not responsible for the loss of any valuables or personal effects left in research offices.
  - Occupants of research offices will sign the faculty research office guidelines as part of their application to be kept on file by the research office administrator.
  - Use of electric heaters and storage of food are prohibited.
- Appeal Procedure
  - Appeals to actions taken by the Library with respect to enforcement of this policy, or the assignment of faculty research offices should be made in writing to the University Librarian or the Chair of the Library Committee.