

SUBJECT: Faculty Committee Reading Room	POLICY NO. 1.005	PAGE NO. 1 of 1
	APPROVED BY:	DATE:
NOTES: Effective 10/10/90		

1. Chairpersons of faculty committees may request the use of the Faculty Committee Reading Room through the Office of the Director of Library Services.
2. The room will be assigned on the basis of the following priorities.
 - a. First priority will be given the Promotion and Tenure Committees for the entire terms of their respective operations.
 - b. The next priority will be for the Sabbatical Committee during any periods that the Promotion or Tenure Committees are not using the room.
 - c. Other committees will be assigned to use the room during available times on the basis of the order of the request.
3. All materials to be placed in the Faculty Committee Reading Room for a given committee can be submitted directly to the Office of the Director of Library Services and will be placed in the room once each day.
4. A list of committee members who shall be allowed access to the Faculty Committee Reading Room shall be presented to the Office of the Director of Library Services by the committee's chairperson.
5. A notebook containing the names of the committee members allowed to use the room and a sign-out sheet shall be available at the Circulation Desk.
6. Faculty committee members approved to use the room at a given time by virtue of the listing shall sign for the use of a key to that room and shall also sign when the key is returned. It will be possible for the key to be returned by a different person from the one who signed it out.

Questions with regard to the policy should be addressed to the Office of the Director of Library Services.