



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

Golisano Library

ARCHIVES READING ROOM Room 231

<i>Purpose</i>	To provide a space for archival research and small group meetings for Golisano Library and RWC / NES faculty, staff, alumni and researchers.
<i>Available to</i>	RWC / NES Faculty, Staff, Alumni & Researchers and to RWC / NES students for research appointments.
<i>Amenities</i>	Seats 8 around conference table Wireless internet access Air-conditioned
<i>Room Use Policy</i>	Room is intended for research, small group meetings, interviews and one-time events. The room is <u>not</u> a classroom or group study space. Room is available for use during library hours only. Materials of the Archival Collection are non-circulating. To preserve the archival materials, no food or drink is allowed in this room. Room cannot be scheduled for reoccurring weekly meetings. Key may be signed out at the Resource Desk 15 minutes before the reserved time upon presentation of RWC / NES ID card. Reservations are approved in the order they are received. You will be notified by email when your reservation has been confirmed. One week notice is appreciated. Meeting organizer is responsible for special arrangements with ITS and Media Services. Room must be clean and left in order it was found. Room must be locked and key returned immediately after the event. Library not responsible for items left unattended.
<i>How to apply</i>	Use of the Archival Collection is by appointment only. For research appointments, contact the Director of Library Services, Matthew Ballard, x6501, ballard_matthew@roberts.edu . For meeting reservations, use VEMS on RWC Intranet website OR contact the Library Operations Manager, Beth Specht, x6816, specht_elizabeth@roberts.edu .