ROBERTS WESLEYAN COLLEGE | NORTHEASTERN SEMINARY

Golisano Library

ARCHIVES READING ROOM
Room 231

Purpose	To provide a space for archival research and small group meetings for Golisano Library and RWC / NES faculty, staff, alumni and researchers.
Available to	RWC / NES Faculty, Staff, Alumni & Researchers and to RWC / NES students for research appointments.
Amenities	Seats 8 around conference table Wireless internet access Air-conditioned
Room Use Policy	Room is intended for research, small group meetings, interviews and one-time events. The room is not 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.
How to apply	Use of the Archival Collection is by appointment only. For research appointments, contact the Interim Library Director, 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.

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