Scholes Library offers a range of additional services and facilities to NYS College of Ceramics faculty and graduate students. A few of these services are summarized below; copies of the complete policies are available in the Director's office.

SCHOLES LIBRARY FACULTY STUDIES

Scholes Library has several small rooms identified as "faculty studies," which may be reserved for one semester at a time by current faculty of Alfred University. These rooms are intended to provide quiet work space for faculty on a short-term basis. Each faculty study is equipped with voice and data lines for computer and telephone connections, although the library does not provide computer equipment or telephones. It is the responsibility of the faculty member to provide the necessary equipment and to make all arrangements with appropriate campus personnel for computer connection and telephone service (including billing arrangements if necessary).

Because the demand for these rooms exceeds the supply, we have set up the following guidelines:

-First priority in reserving rooms goes to faculty of the New York State College of Ceramics.
-A faculty member requesting a room for the first time will have priority over faculty who have previously reserved rooms in Scholes Library.

SCHOLES LIBRARY GRADUATE STUDY CARRELS

Scholes Library has several small study rooms identified as "graduate carrels," which may be reserved for
one semester at a time by currently enrolled graduate students of Alfred University.

Because the demand for these rooms exceeds the supply, we have set up the following guidelines.

-First priority in reserving rooms goes to graduate students currently enrolled in the New York State College of Ceramics.
-Students who have never before requested a carrel will have priority over students who have previously reserved carrels.
-A carrel may be reserved for one semester only. The summer break, from Commencement until the beginning of the Fall semester, counts as one semester.
-A student may request to have the room renewed for a second semester.
-Renewal of a room reservation will be contingent upon the demand for rooms at the time of the request; if there is a waiting list for rooms, priority will be given to students who have not yet had access to carrels.

The Library Director reserves the right to make the final decision on assignment of graduate carrels. The student will receive a key to the room; this key must be returned promptly at the end of the semester unless other arrangements have been made with the library office. Any Scholes Library book kept in a carrel must be charged out at the Reserve Desk, following the usual circulation procedures. The library staff may remove books from carrels if they have not been charged out.