UNIVERSITY OF MISSISSIPPI MEDICAL CENTER
ROWLAND MEDICAL LIBRARY

Use Guidelines for the Faculty Scholarship Exchange

These guidelines have been developed in collaboration with the Office of Faculty Development to ensure that the Faculty Scholarship Exchange (FSE or Exchange) fulfills the accreditation requirements as a part of the campus-wide faculty development program. To this end, use of the Exchange will be limited to faculty collaborative activities as described in these guidelines.

PURPOSE: Support for faculty collaborative activities in a pleasant dedicated environment surrounded by the library’s scholarly scientific literature, easy access to the Internet and electronic information and convenient access to library staff expertise in information technology applications. Not established as additional space for meetings or for use as a conference room.

USERS: Teams of faculty, which may include other collaborators, engaged in multi-disciplinary research and educational projects that promote creativity and peer learning among team members.

RESERVATIONS: One or more hours by groups/teams of two or more persons, one of whom must be a permanent UMC faculty member collaborating on a grant idea, grant proposal, manuscript preparation, course development, etc. Reservations are accepted at the circulation desk 8:00 - 5:00 Monday-Friday. Online reservations are obtainable from the main page of the library secured-Web site for UMC users by selecting the button on the left menu bar. Online requests must be confirmed by the library before a reservation is officially established.

RESOURCES: Computer with Internet access, Web-conferencing capability, electronic data sharing and access to scholarly biomedical information; power supply for several laptops, circulating collection of textbooks related to faculty development issues; proximity to library staff for assistance in knowledge management, instructional and reference services. Room accommodates 4 – 6 individuals in one group.

ACCESS: UMC ID badge and signature on the reservation data sheet at the circulation desk for assigned room key. Key MUST be returned to the circulation desk when the group leaves the library or when the reservation has expired.