

**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.