

Information Sheet for Gest Fellows at Haverford College Quaker and Special Collections

General Information

Our website

<http://www.haverford.edu/library/special/>

Our Hours

Monday-Friday: 9:00 am to 5:00 pm. (4:00 pm closing on Fridays during college breaks).

In the Reading Room

Orientation to the Collections

During your first visit, we will provide a tour of our open collections and offer an introduction to our policies, finding aids, and other resources. If there are particular materials you are interested in, please let us know.

Daily Registration

Upon initial arrival and each day afterwards you will be asked to sign in to our online registration system and provide your signature on our paper sign-in sheet. Belongings are stored in a secure area and we ask that only paper, pencil, and a laptop computer, if desired, be brought into the reading room.

What to Wear

Often it can be chilly in the Reading Room (and occasionally hot!). Please dress accordingly.

Photocopying/Photography/Printing

Photocopying and photography guidelines are outlined on our website. For self-service photocopying, you may purchase a copy card in the Library Reference Hub. For photocopying that we do for you, we'll be happy to keep a running tab to be settled before you leave. Printing and microfilm copying are both free.

Wireless

Wireless access is available in the Reading Room. Please ask for assistance in getting connected if you have any difficulties.

Library Borrowing

During your residency you will be given a library card which may be used for open stacks material from the Quaker Collection as well as for general material from Magill Library. The library card will not allow Tri-College borrowing, but if there is something you would like to see from Swarthmore or Bryn Mawr, please ask a staff member and we'll see what we can do. We ask that you return the library card at the end of your residency.

Around Campus

Staff Lounge

A long-standing Haverford tradition is a mid-morning “break” for coffee/tea and food in the Library Staff Lounge. Please feel free to join us during your residency. You are also welcome to use the lounge at lunch. A microwave and refrigerator are available in the lounge.

Places to Eat

On-campus dining is available in the COOP in the Whitehead Campus Center at the south end of campus. There are numerous restaurants on Lancaster Avenue in Ardmore, Haverford and Bryn Mawr.

ATM

The nearest ATM is in the Whitehead Campus Center at the south end of campus.

Campus Events

Notice of campus events may be found on the College website: <http://www.haverford.edu/calendar/>.

Parking

Visitor Parking is available in the South Lot by the Whitehead Campus Center. Please let us know if you have any special needs in this regard.

Public Transportation

Haverford is serviced by two train lines, the Paoli/Thorndale Line and the Norristown High Speed Line. Train schedules are available online at <http://www.septa.org>.

Your Research Project

Statement for Our Blog

After your arrival, we will ask you to write a short statement about your research and pose for a photograph for posting on our Special Collections Blog. These past postings may serve as a guide: <http://news.haverford.edu/blogs/special/tag/gest-fellows/>.

Gest Seminar

After you have been in residency for a week or two, we will ask you to join us for an informal discussion of your project, the progress you are making, and the resources you are making use of. While this is an excellent time to brainstorm together, please don't hesitate to speak with any one of us about your project before this meeting.

Products of Your Work

While we don't require you to submit a report or present on your work, we do ask that you share with us any products of your work or notify us of publication. We're happy to receive (or purchase) copies of journal articles, dissertations, and books, whether they come out months or even years after your Fellowship.

Payment

Award Payment

Your Fellowship stipend will be split into two equal payments. You will receive your first payment when you arrive on campus. Your second payment will be mailed to you after you have completed your residency. Please make sure we have your current address when you finish your residency.