



Date: January 20, 2019
To: Veena Prabhu, Academic Senate Chair
From: Paul Nerenberg, Educational Policy Committee Chair
Copies: R. Roquemore, M. Hawley, C. Pugh, H. Yu, M. Tran
Subject: Proposed Policy Modification: Library Cubicles Policy in Chapter VIII of the *Faculty Handbook* (EPC 18-04/LS 18-03)

During Fall 2018 the Library Subcommittee reviewed the Faculty Handbook policy on Library Cubicles. They found and updated two instances of outdated language related to the quarter system and another instance related to the name change of the Circulation Desk to the Service Desk. These proposed changes were unanimously approved without modification by EPC at its meeting on November 28, 2018.

The following is a guide to the various changes proposed for this section of the Handbook:

- Line 4: Replaced “quarterly” with “each term”.
- Lines 4-5: Replaced “three quarters” with “the entire academic year”.
- Line 6: Replaced “Circulation” with “Service”.

1 **Library Cubicles**

2 (EA: 4/10/13)

3 There are a limited number of cubicles available to faculty and graduate students who meet the
4 criteria for Library cubicles. Assignments are made quarterly EACH TERM for up to three
5 quarters THE ENTIRE ACADEMIC YEAR based on availability. Applications for use of these
6 cubicles may be picked up at the Circulation SERVICE Desk, first floor, Library North or
7 downloaded from the Library website.

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