



## MEMORANDUM

Office of the University Librarian  
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To: Department Chairs – All Academic Units  
From: John G. Zenelis, University Librarian and Associate Vice President, IT  
Date: October 3, 2008  
Subject: Emeriti Faculty Research Room

A handwritten signature in black ink, appearing to read "John".

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I am pleased to inform you that the new Emeriti Faculty Research Room located in the Fenwick Library, Room C404, is now available for use by University retired faculty members who continue to be involved in active research and publication activities.

The attached sheet outlines policies and procedures governing use of the library research space. Please review it – especially since we rely on your written recommendation as the first step in the library staff assigning these spaces to retired faculty.

Thank you for your assistance; based on past requests, these dedicated workspaces fill an important need, and we are happy to provide this long-awaited service.

Attachment (1)