ARTICLE ___

SPACES FOR FACULTY USE

A. Faculty lounge at Zabriskie House: The faculty lounge may be used by any member of the faculty. The School agrees to provide within the lounge a desk, office supplies, photocopier, telephone, computer, printer, microwave, refrigerator, and water cooler. Each faculty member will be provided with a key. The School agrees to provide a space for the faculty lounge large enough to accommodate at least two faculty members simultaneously.

B. Faculty lounge at the Rey-Waldstein Building: The faculty lounge, may be used by any member of the faculty. The School agrees to provide within the lounge a desk, office supplies, telephone, computer, printer and a couch. As soon at practicable, the School agrees to also provide or upgrade the photocopier, microwave, refrigerator and water cooler. Each faculty member will be provided with a key. The School agrees to provide a space for the faculty lounge large enough to accommodate at least two faculty members simultaneously.

C. Photocopying: In addition to the copiers in the lounges, several photocopy machines shall continue to be made available for faculty use.

1. Teaching-related copying: Faculty who need to make teaching-related copies may use the photocopiers in the faculty lounges. For large numbers of copies (over 20), faculty members shall be given access to appropriate photocopiers.

2. Personal-use copies: Faculty members may purchase a copy card for their personal copying needs from the card dispenser next to copier in the Zabriskie House student lounge.

D. Computers and internet access: Faculty members shall have access to the computers in the faculty lounges at Zabriskie House and the Rey-Waldstein Building. All software installation and removal on Longy computers is to be performed with the oversight and permission of the Director of Information Technologies. Downloading programs from the Internet is discouraged. Hardware installations and changes are to be handled only by the Director of Information Technologies. Employees will be responsible for any damage or expenses incurred as a result of unauthorized changes or installations. Any computer problems should be reported to the Director of Information Technologies.