

Foley Library

Visiting Scholar Policy



Gonzaga University Foley Center Library Visiting Scholar Extended Use Policy

At Gonzaga University Foley Center Library, we are committed to supporting research and providing access to information in accordance with our Jesuit values of education and intellectual growth. Aligned with the Association of College and Research Libraries (ACRL) principles, we strive to offer a welcoming environment and resources to advance knowledge within the academic community. We also have a separate policy for Visiting Short-term Researchers/Community Users who require daily access to our materials and resources.

Visiting Scholars needing extended use:

This designation applies to individuals from outside the Spokane area who require extended access to Foley Library's collections for in-depth research. We aim to facilitate their work through comprehensive access to materials and resources, personalized research assistance, and potential collaboration with Gonzaga faculty. This category requires an application process.

The following is our policy for visiting scholars:

- **Memorandum of Understanding (MOU):** Visiting scholars are required to sign an MOU, which includes an agreement to pay for any lost or damaged items as well as key replacements.
- **Workspace Availability:** Private workspaces are not guaranteed but will be provided if available. If no private space is available, scholars may use a public table or carrel. Special Collections and Archival Collections must be used within the Research Room at all times.
- **Equipment and Connectivity:** Visiting scholars are expected to bring their own laptops and necessary equipment. Any additional personal equipment must be approved in advance, particularly for Archival and Special Collections research. Guest Wi-Fi access will be provided on campus. Please note that guest Wi-Fi does not include access to university printing services. We recommend that visiting scholars save their research locally on a laptop, thumb drive, or another device.
- **Printing:** Public printing is available to guests for a fee, which includes a minimum charge of \$3.00 and a per-page cost of 7 cents for single-sided black and white or 6 cents for double-sided black and white. Note: Archival Collections and Special Collections may not be allowed for scanning, photocopying, photography or other duplication/digitization. Prior permission must be obtained, and protocols must be followed. Printing requires payment via cash or credit card and must be mediated by library employees. Photocopying may be limited or unavailable due to material conditions and copyright restrictions.
- **Book Checkout:** If visiting scholars need book checkout privileges, we will issue a temporary borrowing card. Visiting scholars are required to pay a \$100 deposit, which is refunded at the end of the visit if no materials were damaged or went missing. This deposit also covers

key replacement costs if a faculty study room is issued (if available). Borrowing privileges do not include access to Interlibrary Loan or Summit book services.

- **Identification Requirements:** Visiting scholars must present a valid state ID card and a university or college ID card, or a letter from the university at which they work or have emeritus status at, indicating their current faculty status. Those who cannot meet these requirements must contact the Library Administration to initiate Visiting Scholar arrangements.
- **Access to Collections:** Access to the general book collection is based on the library's visitor hours. Access to University Archives and Special Collections materials and resources is subject to staff availability. Rare books and archival collections are protected and must be accessed under supervision in a controlled environment (Research Room). Researchers accessing University Archives and Special Collections will be provided with and must adhere to specific rules and guidelines pertaining to that area during their visit.
- **Access to Research Services:** Visiting scholars may request research services, which are subject to the availability of research librarians. Please note that the availability of a research librarian is not guaranteed.
- **Access to Subscription Resources:** Access to the library's subscription resources is only available on campus due to licensing agreements.
- **Compliance with Policies:** Visiting scholars agree to comply with all policies governing the library, University Archives and Special Collections, and the university.
See: [Library Policies](#)
- **Right to Deny Requests:** The library reserves the right to deny requests for visiting scholar services based on available staffing, opening hours, time of the year, collection preservation needs, and other considerations.

Contact Information

For questions regarding the Visiting Scholar program, please contact:

- Heather James, Dean, at 509-313-6537 or jamesh@gonzaga.edu
- Brad Matthies, Associate Dean, at 509-313-7017 or matthies@gonzaga.edu

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