



University Libraries

4400 University Drive, MSN 2FL, Fairfax, Virginia 22030
Phone: 703-993-2491; Fax: 703-993-2200

Library Services for Visiting International Scholars At George Mason University

Purpose: The University and its departments host scholars from a variety of international institutions for varying periods of time. The scholars are often involved in some type of project or collaboration at George Mason University that requires the University Libraries to provide resources or services to support them. This policy governs the services that can be provided by the Libraries and the obligations of the visiting scholars and their sponsoring departments.

Scope: This policy governs services for scholars who are not affiliated with any educational institution in the United States but are affiliated with an educational or cultural institution located outside of the United States. The University Libraries participates in the OCLC Reciprocal Faculty Borrowing Program, which provides library privileges for visiting scholars from participating institutions in the United States, and whose membership is listed at the website <http://www.oclc.org/membership/advisorycommittees/profile8.htm>. However, international scholars who are not affiliated with a U.S. institution of higher education are not covered by this program and therefore require a separate policy.

Sponsorship: The University Libraries will extend limited library privileges and services to international scholars who are sponsored by a department or college of George Mason University. Privileges and services will not be extended under this policy to scholars who may be informally doing research or scholarly work on their own at the university, whether with or without contact or collaboration with a faculty member of the university, unless sponsored by a college or department of the university. To apply for library services for a visiting international scholar, a department at George Mason University must submit a written request in the form of a letter to the University Librarian or his designee from the dean or chair. The following information should be included:

- Name of the scholar.
- Scholar's local contact information (address, telephone number, and email address).
- Scholar's non-Mason affiliation(s).
- Mason department that is sponsoring the scholar.
- Mason dean or chair who is submitting the request.
- Brief summary of the scholar's probable research needs, including subject area(s) and possible material requirements, if available.
- The start and end dates for which the services are requested.
- A statement that the sponsoring Mason department understands and accepts financial responsibility for materials that the scholar may borrow from the University Libraries.

Services: The University Libraries holds extensive collections of print materials, media, microforms, and other types of tangible resources. The Libraries also subscribe to many electronic resources, whose use and availability are governed individually by licensing

agreements between the Libraries and the publishers of the electronic content. In addition, the Libraries offer a variety of services to the university community. Each of these types of resources must be handled in a different way when considering access by non-Mason users.

- **Print materials:** University Libraries' print materials may be used onsite by any member of the general public, including visiting scholars. The following borrowing privileges govern use of the circulating portions of the print collections by appropriately sponsored international scholars:
 - Scholars may borrow up to 10 books at a time from the circulating book collections.
 - The loan period for books will be three weeks, with one renewal permitted.
 - Media may be used onsite at the Mason library where they are housed. Media may not be charged out by visiting scholars.
 - Scholars may request that materials held at any Mason library be delivered to their preferred Mason library by using the Libraries' Intercampus Document Delivery Service.
 - Scholars will be able to borrow circulating books during the time they are sponsored. All materials must be returned to the Libraries by the end date of the approved study period at George Mason University.
 - Materials that are not returned to the Libraries will be billed to the sponsoring Mason department.
- **Electronic resources:** The licensing agreements for most electronic resources at the University Libraries permit the use of the resources by any person who is located onsite at any George Mason University campus. However, none of them permit offsite use by anyone except faculty, staff, and students of George Mason University. Unless the sponsoring department is able to arrange for the visiting scholar to have a Mason email account, she or he will not be permitted to access any of the Libraries' electronic resources from any off-campus location.
- **Research assistance:** Visiting international scholars may avail themselves of reference assistance from librarians at the University Libraries on the same basis as other visitors to the Libraries, including setting up individual consultations with subject liaison librarians if needed. The Libraries will make such assistance available within reasonable limits, given the priorities for assisting students, faculty, and staff of the University.
- **Interlibrary borrowing:** The University Libraries will not provide interlibrary loan services or access to the Washington Research Library Consortium's Loan Service for visiting international scholars.
- **Study space:** The University Libraries do not have a separate seating area that can be allocated for a visiting scholar's use, and seating space is limited in most of the Libraries. Visiting scholars may use study spaces and study carrels on the same basis as other non-affiliated users of the University Libraries. In exceptional circumstances, the University Librarian may grant limited use of a study room to a visiting scholar at the request of a sponsoring academic department.