



Special Collections Research Center Late/Cancellation Policy

The Special Collections Research Center welcomes researchers to access our materials onsite in Fenwick Library. To assist us in providing the best service possible, we ask that researchers schedule an appointment with the Research Services Coordinator, using our appointment request [form](#).

Please note that the Reading Room has limited space, and your appointment helps us manage access for all researchers. While we understand that unforeseen circumstances may arise, we kindly ask that all researchers respect SCRC staff members' time, as they are otherwise engaged in other department tasks. If you expect to be late or need to cancel your appointment, we would greatly appreciate your communication.

The following policies apply to all SCRC researchers, regardless of university affiliation:

- **Late Policy:** A researcher is considered late if they arrive **30 minutes or more** after the agreed appointment time **without any notice given to SCRC staff**.
 - If you anticipate being late, please let us know via phone or email in advance or within the 30-minute grace window.
 - If a researcher is late for three consecutive appointments without notice, we reserve the right to decline appointment requests for the remainder of the semester.

- **Cancellation Policy:** SCRC staff must be notified of appointment cancellations prior to the agreed appointment time via email or phone - no exceptions.
 - If a researcher fails to show up for two consecutive appointments without notice, we reserve the right to decline future appointment requests at the discretion of the Research Services Coordinator and/or Director.
 - The researcher can appeal their appointment privileges with the Research Services Coordinator at the discretion of the Director. Every available effort will be made to resolve the issue.

We appreciate your understanding and cooperation in helping us maintain a welcoming and efficient environment for all.