Library Research and Support Guidelines

I. Research Rationale

Research and publishing in the library field are both rights and responsibilities of the Earl K. Long Library faculty. As it is stated in the Louisiana RS 17:3304, academic librarians have faculty status; and, therefore, research and publishing are necessary for librarians to meet tenure and promotion criteria. On this basis, academic librarians at UNO will be encouraged to devote a portion of their work time in pursuit of research and publishing projects. The library administration is expected to make provisions to facilitate the process of publication oriented research time and funding.

II. Publication Oriented Research Time Request Procedures

Library faculty are encouraged to consider 1/10 of their work hours or 4 hours per week as a standard in determining research time. This activity includes but is not limited to the following: doing literature searches, planning research projects, reading professional publications, making copies/scans, conducting surveys, writing papers, and doing other things relevant to research and publishing. The time can be dedicated, or it can be incorporated within the working hours in the midst of other work responsibilities.

Hours that are incorporated in the work schedule, averaging 1/10 of work time per week, are up to personal discretion, and no formal request is required. However, it is necessary for a librarian to consult and coordinate with his/her department chair to maintain regular operation within the department.

When one needs to be away from the library for an extended time for the purpose of research, a “Request for Extended Research Activity Approval” form and a project proposal need to be submitted to the department chair. See form 1 and appendix B. Extended research activity includes but is not limited to writing a final version of an article and visiting a distant library to gather materials. If approved, the department chair will notify the librarian and forward copies of the request form and project proposal to the dean. Accountability will be addressed in the individual librarian’s annual report of activities.

III. Funding Request Procedures

At the first fall library faculty meeting, the dean will estimate the amount of money available for faculty research. Funded research activity may include survey expenses, photocopying, scanning, hardware or software purchase, incentives for research participants, etc. Any request for computer software or hardware must be approved by the Research and Technology Support Department.

A librarian is encouraged to submit a project proposal and a “Request for Research Funding Approval” form to the Research and Travel Committee by October 1 of each fiscal year; however, requests submitted after the deadline will be considered if the funding is not exhausted. See appendix B and form 2. Requests will be considered for recommendation according to the Recommendation Criteria (see appendix A). If recommended, the R&T Committee will then refer the form and the related documentation to the library dean. Upon approval the dean will decide the source and amount of funding for the specific project, and will notify the individual.

The individual librarian’s annual report of activities will address accountability and all grants and funding need to be listed. Library Administration will compile a list of funded research activities to share with the library faculty at the end of each academic year.

IV. Research Related Resources
A. Computer Resources
Librarians may use their own regular office supplies, equipment and software to produce research publications.

In addition, faculty may consult with University Computing & Communications (UCC) regarding current license agreements and possibilities for installing UCC software packages on their home computers. Any charges for these packages should be discussed with the library’s Research and Technology Support Department before initiating installation. If specialized software is required for research purposes, the faculty member is encouraged to investigate the availability of this software through the UNO Faculty/Staff Resource Center, UCC room 101-F.

B. Additional Funding Sources
Faculty should visit the site of the UNO Office of Research and Sponsored Programs at http://orsp.uno.edu. The ORSP exists to identify sources of external funding, promote research partnerships, insure compliance and scientific integrity and assist in preparing and submitting proposals, among other services.

Information on select internal funding sources may also be available through various campus outlets. Interested faculty should seek out appropriate sources suited to their research proposal.

C. Photocopying, Scanning and Printing
Library faculty members doing research are allowed reasonable use of any photocopy machines or scanners available for staff use without charge. Large copy jobs should be processed on the library’s bulk copier. Use of both black & white or color printers are also allowed.

D. Use of Human or Animal Subjects
Researchers should follow the guidelines from the Office of Research and Sponsored Programs when using human subjects for research. Information can be found at:

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