

## **ACCESS TO CAMPUS RESOURCES**

### **OneCard ID**

Emeriti and their spouses or partners are eligible for OneCard identification cards, which provide access to a variety of campus services. Emeriti may use their OneCards to take out materials from the libraries, to access the gym and fitness room facilities, and other services as assigned. Appointments to be issued an Emeriti OneCard can be made by calling 585-3082 or sending email to [onecard@smith.edu](mailto:onecard@smith.edu). The OneCard office is in Stoddard Hall 207. For more information, please see [www.smith.edu/its/onecard](http://www.smith.edu/its/onecard).

### **E-mail and network accounts**

Emeriti continue to be eligible to use college e-mail and Novell network computer accounts to communicate with colleagues across campus and around the world, allowing them to share files and work both independently and collaboratively. Direct questions regarding the use of these resources to the IT Service Center in Stoddard Hall 203 at 585-4487 or [4its@smith.edu](mailto:4its@smith.edu).

### **Library**

Emeriti retain full faculty library privileges

### **Athletic facilities**

Emeriti OneCard IDs provide retired faculty members and their spouses or partners with continued access to campus athletic facilities.

### **Out-But-Not-Down (OBND)**

Throughout the academic year, the emeriti group OBND generally meets monthly and enjoys a series of speakers and lunches. Membership is automatic. A letter of welcome is sent to recent retirees, and new members are introduced at the group's October meeting. Members also gather for a holiday dinner in December and an end-of-the-year dinner in May. There is no charge for membership or meals, and spouses or partners are welcome to accompany emeriti.

### **On-line campus directory**

Emeriti are included in the online directory, unless they indicate otherwise. Contact the Provost's Office with any changes in address or other contact information.

### **Parking**

Emeriti are eligible to purchase a decal for parking on campus. The cost of the decal and the applicable parking regulations are the same as those for faculty and staff.

### **Office space**

Emeriti Office Policy:

- Newly retired faculty members may retain their private faculty offices for one year following their retirement date, if they indicate to the Provost's office a desire to do so.

- At the end of the year, newly retired faculty members will be offered a shared office or carrel, depending on the need and purpose of the space (the space survey will be used to gather this information).
- Emeriti faculty members in shared offices or in carrels may use the space for a one-year period, after which another review of space needs will take place.
- Emeriti faculty members may be approved to continue use of the shared office or a carrel for additional one-year terms, depending on the results of the space needs review.
- These guidelines are subject to office and carrel availability.

### **Mail delivery**

Emeriti with campus office space continue to receive mail delivery to their campus mailboxes.

### **College-assigned computers and technology**

All emeriti may retain the use of computers assigned to them under the Faculty Computer Access Program (FCAP). If the computer is no longer needed or becomes inoperable, it must be returned to ITS to be properly erased, recycled, and removed from the college's inventory. If an emeritus faculty member no longer has assigned office space on campus, then all other college-owned assets must be turned into ITS, as these devices remain the property of the college.

### **Computers for personal purchase**

With their Emeriti OneCard ID, they may purchase new computers through the Smith College Computer Store, which sells hardware, software and accessories at educationally discounted prices. The Computer Store is located in Stoddard Hall 202 and can be reached at 413-585-3027 or by sending e-mail to [cstore@smith.edu](mailto:cstore@smith.edu).

### **Printing and photocopying**

Emeriti may use their OneCard for on-campus photocopying and printing related to their scholarship.

Office of the Provost/Dean of the Faculty  
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