PRE-ARRIVAL AND ORIENTATION HANDBOOK FOR VISITING FELLOWS
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Fellowship Program
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Fellowship inquiries:
beinecke.fellowships@yale.edu

Research assistance and Public Services inquiries:
beinecke.library@yale.edu

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Visit the following link for an updated electronic version
(with active page and URL links)
http://www.libraryyale.edu/beinecke/brbleduc/FellowshipGuide.pdf
# TABLE OF CONTENTS

Before you Arrive .......................................................................................... 1
Beginning your Fellowship ........................................................................... 2
Travel to New Haven ..................................................................................... 4
Local New Haven Transportation and Parking ........................................ 6
Security Services at Yale ............................................................................... 8
Important Information for Fellows who are not U.S. Citizens ............... 10
Yale University Offices and Services .......................................................... 12
Off Campus Resources and Services ......................................................... 12
Library Staff (abbreviated list) ................................................................. 13
Reading Privileges and Regulations ......................................................... 14
BEFORE YOU ARRIVE

1. INTERNATIONAL VISITORS: Without delay, please read about your J-visa requirements and receiving your stipend check on page 10 of this booklet, Important Information for Non-US Citizens.

2. TRAVEL REIMBURSEMENT: The Library will reimburse a single economy-class, round-trip journey to and from New Haven. Please keep all receipts and submit them promptly upon arrival. Receipts must state amount paid and preferably a method of payment, usually appearing in the form of the last four digits of a credit card number. Mileage can be reimbursed only up to the amount of an economy-class airline ticket. See page 4 for further information about getting to New Haven.

3. ACCOMMODATIONS IN NEW HAVEN: For lists of short term and long-term housing, please visit the Beinecke Visiting Fellowships web page at http://www.library.yale.edu/beinecke/brbleduc/brblihousing.html

4. CLOSED COLLECTIONS: Some archival collections at the Beinecke will be closed during processing. Please check your dates against the online collections schedule at http://www.library.yale.edu/beinecke/brbislear/offsitecollections.html

5. BIOGRAPHICAL PARAGRAPH: Please email a brief biographical paragraph to beinecke.fellowships@yale.edu for use in community and online announcements.

6. ORIENTATION: We will contact you two to four weeks prior to your arrival to set up an orientation meeting (usually at 10:30 a.m. or 2:30 p.m. on the day of your arrival). Please bring this booklet and the following items to your scheduled orientation meeting:
   - Two forms of photo ID
   - International travel documents (Passport, Visa, DS-2019)
   - All reimbursable travel receipts
BEGINNING YOUR FELLOWSHIP

1. ARRIVAL: As stated on the previous page, we will contact you two to four weeks prior to your arrival to set up an orientation meeting. If you arrive before your scheduled meeting, please feel free to register as a reader at the Public Services Desk and begin your research. The information on these pages should help you get started.

2. HOURS: Beinecke Reading Room is open for research Monday through Thursday from 9:00 a.m. to 7:00 p.m., and Friday 9:00 a.m. to 5:00 p.m. (except on holidays and Yale University recess days). Click here for more information: http://www.library.yale.edu/beinecke/brblinfo/brbldirections.html

3. RULES AND PRIVILEGES: Please see the list of “Reading Room Regulations” on page 14 of this booklet.

4. RESEARCH ASSISTANCE AND PRE-REGISTRATION: New readers can pre-register for reading privileges and use Beinecke finding aids from their home Internet or at a Beinecke Library terminal by accessing the Beinecke Library home page. For additional information or help with Beinecke finding aids, research, collections, materials, or other related questions, please inquire with the Public Services desk, or email beinecke.access@yale.edu. An abbreviated staff list is included on page 13 of this booklet.

5. STIPEND: Stipend checks for US visitors will normally be issued during the fellowship period. Stipend checks for international visitors cannot be requested without post-arrival visa documentation, and will be issued during or after the fellowship period. Yale cannot provide wire transfers.

Please note that checks are not issued within the Beinecke Library. Due to varying circumstances, check processing times may vary. We strongly encourage all fellows to be financially prepared to cover their month’s expenses in the event their stipend check does not arrive until the end, or, in rare instances, after the fellowship period.

6. YALE LIBRARY ACCESS: Fellows will receive a temporary Yale Library privileges card for access to all Yale libraries.

7. COMPUTER FACILITIES AND WIRELESS: Wireless access is available in the Reading Room. PCs are available in the Public Services area, and a laptop can be requested for short-term use in the Library.

8. COPYING: Fellows can request photoduplications of some collection material at the reduced Yale rate. Price lists and regulations are available through the Public Services Department; please feel free to email copy inquiries to beinecke.library@yale.edu before you arrive.
9. **BREAK ROOM:** Visiting Fellows are welcome to use the staff lounge as well as the kitchen, which is equipped with a refrigerator, microwave, stove top and oven.

10. **YALE HEALTH SERVICES:** 55 Lock Street, New Haven, 203-432-0246
    The Library does not offer health coverage for short-term Visiting Fellows. Upon arrival, Fellows may register for fee-for-service participation at Yale University Health Services. Services must be paid in full at the time of the visit, and patients may request reimbursement from their insurance carrier.

11. **PAYNE WHITNEY GYMNASIUM:** 1 Tower Parkway, New Haven
    With proof of Yale affiliation (copy of award letter) Visiting Fellows may purchase short-term membership at the Yale gym in the Membership Office between 10:00 a.m. and 2:00 p.m.

12. **FELLOWS INTRODUCTIONS AND EVENTS:** Brief informal introductions will be held several times a year at which current fellows can present their project summaries, meet staff and other fellows, and ask or answer research questions. Fellows may also inquire with the Fellowship Program about the possibility of offering a lecture at Beinecke on the subject of their research fellowship.
TRAVEL TO NEW HAVEN

For those not traveling by car, New Haven may be reached by plane, train, or bus.

FOR AIR TRAVEL

- Tweed-New Haven Airport (http://www.flytweed.com/)
  Closest airport to campus - ten minutes by taxi or bus. US Airways Express is the only carrier currently serving Tweed, with connecting service via Philadelphia to points beyond. Taxi service is available at Tweed for approximately $12. Connecticut Transit buses pick up passengers at the airport for $2-$3 (203-624-0151 or http://www.cttransit.com/).

- Bradley International Airport (http://www.bradleyairport.com/home/)
  Near Hartford, Connecticut, is approximately 45 minutes from New Haven and is serviced by all major domestic airlines. Connecticut Limousine (800-472-5466 or http://www.ctlimo.com/), a van shuttle company, offers service between the airport and New Haven for approximately $47 one way (or $25 one way with a Yale ID). On request, Connecticut Limousine offers pick-up and drop-off service from Phelps Gate, Science Hill, or the Yale Medical School. Alternatively, a short taxi ride takes you from the limousine terminal to the campus for approximately $12.

- The New York area airports (Kennedy and LaGuardia) and Newark Airport, New Jersey
  All are two to three hours from campus. Connecticut Limousine (800-472-5466 or http://www.ctlimo.com/) is available from all three airports into New Haven (approximately $65-$80 one way). A short taxi ride will take you to from the drop-off station to the campus. Prime Time Shuttle (866-284-3247 or http://www.2theairport.com) also offers service to LaGuardia and Kennedy (approximately $49 one way), but not to Newark. Amtrak trains are available from Newark Airport for approximately $44 one way (800-872-7245 or http://www.amtrak.com/).

FOR TRAVEL BY TRAIN

New Haven is served by two railroad lines:

- Amtrak (800-872-7245 or http://www.amtrak.com/)
- Metro-North (800-638-7646 or http://www.mta.info/)

Union Station is located at 50 Union Ave in New Haven (203-776-5408).

*Note: The free Yale Shuttle route includes Union Station (red line), and New Haven taxi and bus information can be found on page 6 of this booklet. These methods are recommended in lieu of walking to the station for safety reasons.
FOR TRAVEL BY BUS
Two long-distance bus lines have terminals in New Haven:

- Peter Pan (800-343-9999 or http://www.peterpanbus.com/)
- Greyhound (800-231-2222 or http://www.greyhound.com/home/)

Note: Taxis meet all trains, buses, and flights in New Haven.

For further information about getting to New Haven, please visit Yale’s travel site at http://www.yale.edu/transportationoptions/alternatives/airports.html
LOCAL NEW HAVEN TRANSPORTATION AND PARKING

Yale Parking and Transit Services
221 Whitney Avenue, First Floor, New Haven, 203-432-9790

YALE UNIVERSITY SHUTTLE
Yale shuttle provides transportation between the University, the East Rock neighborhood and the New Haven train stations for students, faculty and staff. This FREE service runs year-round with the exception of the following University Holidays: New Years Eve, New Years Day, Memorial Day, Independence Day, Thanksgiving and the following Friday, Christmas Eve and Christmas Day.

- **DAYTIME CAMPUS SHUTTLE** 203-432-6330
  7:20 a.m. to 6:00 p.m., Monday - Friday
  The daytime shuttle operates on a convenient schedule, circling campus routes that include university buildings, residential buildings and parking lots. For service routes and real-time schedule, please visit [http://www.yale.edu/transportationoptions/shuttle/dayshuttle.html](http://www.yale.edu/transportationoptions/shuttle/dayshuttle.html)

- **NIGHTTIME CAMPUS SHUTTLE** 203-432-6330
  6:00 p.m. to 7:30 a.m., seven nights a week
  Security Dispatch Minibuses run on a scheduled route around the campus and also takes dispatched calls for off-route pickups. From 1:00 a.m. to 7:30 a.m. service is available on call-in basis only. Dial 2-6330 from any campus phone or Blue Phone for service. For schedules and maps please visit [http://www.yale.edu/transportationoptions/shuttle/nightshuttle.html](http://www.yale.edu/transportationoptions/shuttle/nightshuttle.html)

- **SPECIAL SERVICES VAN** 203-432-2788
  Yale Transit operates a Special Services Van which transports members of the Yale community who are permanently or temporarily disabled 24 hours a day Monday through Friday, and on Saturday and Sunday from 6:00 p.m. to 7:30 a.m. Passengers are picked up on request and transported within the boundaries. There is no daytime service on weekends.
PARKING ON CAMPUS
221 Whitney Avenue, First Floor, New Haven, 203-432-9790
Visitor’s parking permits for Yale lots can be purchased through the Yale Parking and Transit office. The purchase of a Visitor’s Parking Pass does not require salary information or a Yale ID. For more information, please visit http://www.yale.edu/transportationoptions/parking/parking-visitor.html

LOCAL CITYBUS: CT TRANSIT
Please visit www.cttransit.com for schedule and route information, or call 203-624-0151.

TAXI SERVICE (or Google New Haven Taxi)
Metro Taxi 203-777-7777
Yellow Taxi 203-777-5555

How do I get . . .

Need groceries? Looking for something to do on the weekend? The link below will provide information on what’s available and how you can access it. For detailed information on what’s in your neighborhood, try walkscore.com, a great resource for new and old residents alike.
http://www.yale.edu/transportationoptions/alternatives/carfree.html
SECURITY SERVICES AT YALE

As a safety precaution, Yale visitors, students, and employees are strongly encouraged to take advantage of the security resources provided by the university, including free transportation services.

- **YALE UNIVERSITY SECURITY OFFICERS**
  Officers work under the direction of University Security Programs, and are easily identified by their uniforms of navy blue slacks, and white shirts with university patch and ID. Security Officers patrol campus 24 hours per day and perform a variety of services including shuttle and escort services.

- **SECURITY BLUE PHONES**
  Approximately 250 exterior phones are strategically located throughout the campus and are readily identified at night by blue lights hanging above or near them. The phones are equipped with red emergency buttons for direct connection to the University Police for police, fire, or medical emergencies and a keypad for dialing any campus number.

Please note that campus numbers can only be dialed as extensions (last five digits of local phone number).

For a map of blue phone locations:
[http://www.yale.edu/securityawareness/bluephones.html](http://www.yale.edu/securityawareness/bluephones.html)
• THREE IMPORTANT PHONE NUMBERS
Yale Security Awareness recommends that Yale community members program the following service numbers into their personal cell phones.

If you do not have a cell phone, please consider keeping these numbers in your wallet (see the bottom corner of this page). These numbers can also be dialed from any campus phone or Blue phone by dialing the last five digits.

1. Yale University Police: 203-432-4400
   The Yale University Police Department is a full service police agency. University Police officers are armed and have full police powers, including the authority to make arrests throughout the City of New Haven.


3. *Nighttime Campus Shuttle – Off Route Pick-up: 203-432-6330
   (If you cannot safely go to one of the listed stops)

   Routes and listed stops:
   http://www.yale.edu/transportationoptions/shuttle/nightshuttle.html

Please cut or tear off the numbers below for your wallet:
Yale University Police: 203-432-4400
Yale Escort Service: 203-432-WALK (432-9255)
Nighttime Campus Shuttle (Off Route): 203-432-6330
IMPORTANT INFORMATION FOR FELLOWS WHO ARE NOT U.S. CITIZENS

The following is vital information concerning visa status, stipend and travel reimbursement for Visiting Fellows who are not citizens or permanent residents of the United States of America. Please keep this information for your future reference.

TO RECEIVE YOUR STIPEND AND TRAVEL REIMBURSEMENT, YOU MUST ARRIVE AT THE BEINECKE LIBRARY ON A J-1 VISA. This is the only acceptable visa status in accordance with U.S. law and Yale regulations. J-1 visa status is necessary even if you already have a valid visa that you have been using to travel in and out of the United States. If you arrive in the U.S. without the J-1 visa, a 4-6 week procedure will be initiated to change your visa status. Payment of your stipend and reimbursement will be delayed for additional weeks following the effective change of your visa status.

“eScholar” is the program used by Yale’s Office of International Students and Scholars (OISS) to begin the visa process

- PLEASE COMPLETE AND RETURN the brief Visa Questionnaire available at: http://www.library.yale.edu/beinecke/brbleduc/visa.doc

- Within 6-8 weeks of returning the above Visa Questionnaire, YOU WILL RECEIVE AN EMAIL titled YOU HAVE BEEN INVITED TO BEINECKE LIBRARY DEPARTMENT. This email will contain a link to eScholar, and your eScholar username and password.

Please follow the instructions in the email, and complete the required sections without delay. This begins the visa process and allows your DS-2019 form to be issued. **Please allow 4-6 weeks for processing**

The eScholar Help Guide will help you navigate through the system.

- After your application has been processed, YOUR DS-2019 FORM will be sent to you two to three months before your expected date of arrival. Issued by OISS, this form will allow you to apply for the J-1 visa at the U.S. embassy in your country.

CURRENTLY OUTSIDE YOUR HOME COUNTRY? Please allow extra time for the embassy to process your visa.

CHANGING YOUR RESIDENCE? Please keep us informed of your current address in order to prevent the DS2019 Form from being sent to the wrong address. Please be aware that the Office of International Students and Scholars must wait until a misaddressed DS2019 Form is returned before they can issue a new one.
CHANGING YOUR ARRIVAL AND DEPARTURE DATES? Let us know immediately and we’ll arrange a reissue of your DS-2019 Form, as it must contain the actual dates of your visit.

ALREADY ON A J-1 VISA AT ANOTHER U.S. INSTITUTION? Your DS-2019 Form (issued by that institution) will need to be signed by an authorized person at that institution to transfer your sponsorship to Yale. Please notify us if this is the case.

- On Your FIRST DAY AT YALE, you must check in with the Office of International Students and Scholars (OISS) at 421 Temple Street in New Haven, 2 blocks from the Beinecke.

- RECEIVING YOUR STIPEND CHECK: Yale must issue your stipend and reimbursement in check form. Yale cannot provide wire transfer service.

BANKING: International visitors are encouraged to open an account at home with a US affiliated bank. Please see important information about travel reimbursement on page 1 of this booklet.

Please note that checks are not issued within the Beinecke Library. Due to varying circumstances, check processing times may vary. We strongly encourage all fellows to be financially prepared to cover their month’s expenses in case their stipend check does not arrive until the end, or, in rare instances, after the fellowship period.

This information is also available on our website: http://www.library.yale.edu/beinecke/brbleduc/brblfellow.html
YALE UNIVERSITY OFFICES AND SERVICES

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS (OISS) 203-432-2305
421 Temple Street, New Haven
http://www.yale.edu/oiss/

YALE HEALTH SERVICES 203-432-0246
55 Lock Street, New Haven

UNIVERSITY POLICE AND AFTER HOURS 203-432-4400
101 Ashmun Street
http://www.yale.edu/police/

UNIVERSITY SECURITY PROGRAMS 203-737-1937
http://www.yalesecurity.yale.edu/

OFFICE OF SECURITY AWARENESS 203-432-8778
http://www.yale.edu/securityawareness/

OFFICE OF THE SECRETARY 203-432-2675
http://www.yale.edu/secretary/

OFF CAMPUS RESOURCES AND SERVICES

YALE-NEW HAVEN HOSPITAL 203-688-4242
Emergency 203-688-2222

HOSPITAL OF ST. RAPHAEL 203-789-3000

CITY OF NEW HAVEN
Mayor’s Office 203-946-8200
Lighting Issues / Safety and Visibility 203-931-6325
Public Works 203-946-7700

Online “Ask New Haven” form at http://www.cityofnewhaven.com/

NEW HAVEN POLICE DEPARTMENT
Emergencies 911
Non-emergency 203-946-6316
Investigative Services 203-946-6305
Neighborhood Services 203-946-9299
LIBRARY STAFF (ABBREVIATED LIST)

E.C. Schroeder, Director

CURATORIAL
- Kathryn James, Curator, Early Modern Books & Manuscripts
- Nancy Kuhl, Curator, Collection of American Literature
- George Miles, Curator, Western Americana Collection
- Kevin Repp, Curator, Modern Books and Manuscripts; Head of Fellowship Program
- Timothy Young, Curator, Modern Books and Manuscripts

PUBLIC AND TECHNICAL SERVICES
beinecke.library@yale.edu (research inquiries and referral requests)
- Phone 203-432-2972
- Stephen Jones, Head, Public Services
- Moira Fitzgerald, Assistant Librarian for Access Services
- Elizabeth Frengel, Research Services Librarian
- Anne Marie Menta, Public Services Assistant / Photoduplication
- Julie Dowe, Workstation Support Specialist / Computer Technician

FELLOWSHIP PROGRAM INQUIRIES
- Stacy Smith, Senior Administrative Assistant; Fellowship Program Coordinator
beinecke.fellowships@yale.edu
READING PRIVILEGES AND REGULATIONS

Reading privileges are granted to registered readers to use Beinecke material, subject to the following rules:

Reading privileges at the Beinecke are intended for post-graduate visiting researchers and Yale student researchers. Only researchers are permitted to enter the court level of the Library. All library visitors must be accompanied by a staff member when entering staff areas. Smoking is not permitted anywhere in the building.

- Readers are required to deposit coats, hats, brief cases, and other personal property not essential to their work. Readers may take into the Reading Room only paper and books essential to their immediate research.

- Readers are to request their own materials using Aeon.

- Rare books and manuscripts may be consulted only in the Reading Room, and no material may be removed from the building.

- All material in the Library must be handled with great care. No marks may be added or erased. No tracings or rubbings may be made without specific permission. No books, papers, or other objects (except the weights specially provided for holding books open) may be laid on or affixed to the material. The arrangement of manuscript pages must not be altered.

- The use of pens or indelible pencils is not permitted in the Reading Room. Computers and microfilm readers are available.

- All material must be returned to the desk attendant when the reader leaves the building. Material to be used in the immediate future may be reserved at the desk.

- The Library will make various kinds of reproductions, subject to its regulations which are available from the Public Services Department.

- Readers are welcome to use the lounge for rest, but not for food and beverages. Smoking is not permitted within the building.

- Readers are informed that the Library's security system includes the use of videotaping in the Reading Room.