IV  BUILDINGS AND SERVICES

A. Robert Barclay Center (RBC)

RBC serves primarily as an administrative and teaching faculty building. All faculty and most staff offices are located here. Seminary Academic Services is in Bethany, and Seminary Computing Services is in the Student Handbook 2014-2015. RBC is open during business hours, 8 a.m. to 4:30 p.m., Monday through Friday. The building is locked after office hours, during worship, and on weekends. To reach faculty or staff, you can call the Earlham School of Religion main number, 765-983-1423, or direct dial the person’s extension. If after the third ring no one has answered, Voice Mail will come on or the ESR receptionist will answer. Feel free to leave a message. For direct extensions, see the Faculty and Staff directory available at the reception desk, and on our Website. Before going to faculty or staff offices, please check in with the ESR receptionist, who will be glad to see if that person is available. The office staff is glad to be of service to students.

B. ESR Center

The Community & Classroom Building is located on the corner of National Road West and College Avenue, the ESR Center houses classrooms, Quigg Worship room, the dining room and kitchen, resource room, Student Services, the Seminary Computing Services office, two computer labs, the commuter lounge, and the meditation room.

C. Commuter Lounge

The Commuter Lounge is located on the ground floor of the ESR Center. This room provides space for relaxation and naps, and is even equipped with a shower. In extenuating circumstances, such as inclement weather, the room may be used for overnight stay. Due to safety and hygiene concerns, the commuter lounge is not designed to serve as an on campus hotel room or as temporary housing for students. Please observe the following protocol:

1. The room is available on a first come, first serve basis.

2. If you wish to not be disturbed while in the lounge, please use the “Privacy Please” door hanger. Remember to remove the door hanger when you leave the room.
3. Please be considerate of others by not using this space for long periods of time in ways that prevent others from also using it.
4. Persons using the shower facilities are expected to leave the room clean. Any articles left behind will be promptly discarded.
5. When extenuating circumstances arise and overnight stay is required, the business manager should be contacted in advance at ext. 1540 or RBC. In the event this individual is unavailable, a voice message or email is requested. The business manager will inform Campus Security that a student is spending the night.

D. Resource Room

A curriculum resource room is located in the ESR Center on the lower level. It contains a variety of frequently used educational materials, including reserved reading materials for individual classes. It is equipped with tables and chairs, and is designed to be used as a quiet area for research and study.

E. Room and Equipment Reservations

If you wish to schedule a meeting or other event in the ESR Center, please reserve the room(s) with the ESR receptionist, ext. 1423. She keeps a master calendar for all scheduled room reservations. For electronic equipment needs, contact Seminary Computing Services at ext. 1262.

F. Student Mail and E-mail

Each residential student is assigned a mailbox in the ESR Center for internal use only. You may not use 228 College Avenue as your mailing address. Your mailbox is a primary means of communication with individual students and should be checked regularly. All other mail should be directed to your place of residence. Each student is assigned an e-mail address that is ESR’s official means of communication with individual students. Students are responsible for checking and responding to their Earlham email on a regular basis. If you experience problems with your ESR e-mail account, please contact Seminary Computing Services.
G. Lauramoore House and Retreat Center

In 2010 ESR became the recipient of the historic Lauramoore Friends Home, a beautifully preserved 14-room Victorian home, located on 1.3 acres, and less than a mile from the ESR campus. Lauramoore is available for purposes that further the mission of ESR, the Religious Society of Friends, the wider church in general, and appropriate Earlham College activities or events. This includes housing for ESR and Bethany prospective students and students taking Intensive and week-end classes. It may also be used for meetings, retreats, and other gatherings of appropriate groups. Rooms vary from $40-$75 per night. Rates for meetings, retreats, and other group events will be negotiated with ESR. To reserve a room or other space at Lauramoore contact Miriam Bunner at 765-983-1687 or email bunnemi1@earlham.edu.

H. Bethany Center

Bethany Center, the home of Bethany Theological Seminary, is located just west of the ESR Center. It contains Bethany’s administrative, teaching faculty, and staff offices, four classrooms, Nicarry Chapel, and several meeting rooms. It also houses the Seminary Academic Services offices, serving both Bethany and ESR.

I. Lilly Library

Lilly Library serves Earlham School of Religion, Bethany Theological Seminary, and Earlham College. Built in 1963 and expanded in 1992, Lilly Library houses over 390,000 volumes and 1,000 serials, including a substantial theological collection. The library also provides access to a wide range of article databases, online scholarly resources, and electronic books and periodicals. Students who live far from Richmond have access to these collections electronically or through document delivery. Nationally recognized as a teaching library, the Earlham libraries were awarded the 2001 Excellence in Academic Libraries award by the Association of College & Research Libraries. Librarian Jane Marie Pinzino (x1290, e-mail: pinzija@earlham.edu) is liaison to the School of Religion.

Lilly Library also houses the Friends Collection and Postle Archives that has materials by or about the Society of Friends. This newly renovated area has more than 12,000 volumes dating from the 1640’s. There is also a nearly complete collection of Quaker periodicals and published organizational records and
proceedings, and significant manuscript holdings. The archives provide working space for researchers. Tom Hamm, Quaker historian and archivist, serves as curator.

J. Office Equipment and Services

Photocopy machines are located in the ESR Center, and on the Earlham campus in Lilly Library, Runyan Center, and Dennis Hall. The only office equipment available for general student use in the Robert Barclay Center is the FAX machine. This service is available for five cents per page when sending.

K. Who's Who on the Staff at Robert Barclay Center

Julie Dishman  
Receptionist and Administrative Assistant for Admissions and the Faculty  x1656 dishmju@earlham.edu

Tracy Crowe  
Business Manager  x1540 crowetr@earlham.edu

Miriam Bunner  
Assistant to the Dean  x1687 bunnemi1@earlham.edu

L. Parking

Parking for ESR is in the Admissions lot southwest of our campus, at the end of the winding walkway that leads to it from the ESR and Bethany Centers. If spaces are filled, please park in the Carpenter lot, on SW "C" Street or on College Avenue. There is to be no parking in the drop-off semi-circle or in back of the Robert Barclay Center. The few spaces in the back of RBC are reserved for persons with physical disabilities, delivery trucks, and guests of ESR. Parking in no parking zones will result in a $75 fine.
Second Floor