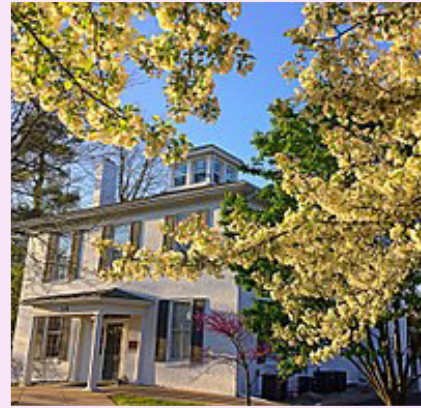


BUILDINGS AND SERVICES

Robert Barclay Center (RBC)

RBC serves primarily as an administrative and teaching faculty building. Some faculty and most staff offices are located here. 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 call the Earlham School of Religion main number, 765-983-1423, or direct dial the person's extension. 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.



ESR Center: The Classroom & Community Building

Located on the corner of National Road West and College Avenue, the ESR Center houses classrooms, Quigg Worship room, the dining room and kitchen, recreation room, Student Services, the Seminary Computing Services office, Seminary Academic Services, the Business Office, the computer lab, the commuter lounge, and the meditation room. It is open from 7:30 am – 4:30 pm when classes are in session. Students ID's provide 24/7 access to the building and computer lab (place your card next to the black card reader next to the door). The ESR Center also has two all-gender restrooms located on the second floor.



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 weekend classes. It may also be used for meetings, retreats, and other gatherings of appropriate groups.

Rooms vary from \$40-\$75 per night for a single room. Rates for meetings, retreats, and other group events will be negotiated with ESR. To reserve a room or other space at Lauramoore contact Jonelle Ellis at (765)983-1540 or email ellisjo1@earlham.edu.



Commuter Lounge

The Commuter Lounge is located on the ground floor of the ESR Center. This room provides space for relaxation and is 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 (765)983-1540. 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.



Recreation Room

There is a recreation room located on the first floor of the ESR Classroom Building. There is a library, ping pong table, a dart board, a puzzle table, coloring pages and supplies, and a table with chairs that can be used for other games or activities. This is also where you will find your student mailbox.

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 (765)985-1423. All room and equipment reservations must be entered in 25Live by the receptionist. For electronic equipment needs. Contact Seminary Computing Services at (765)983-1262.

Office Equipment and Services

Photocopy machines are located on the Earlham campus in Lilly Library, Runyan Center, and Dennis Hall. A student printer is located in the computer lab on the second floor of the ESR Center. Photocopy and fax services are available in the Robert Barclay Center for five cents per page. Payment can be made to the attendant at the reception desk.





Bethany Center

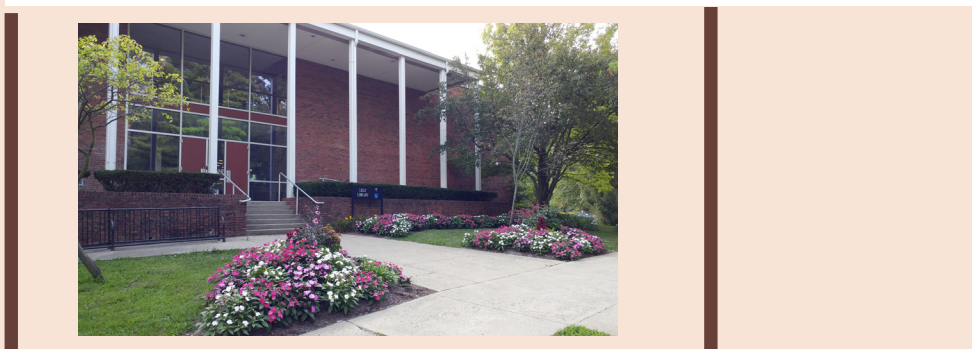
Bethany Center, the home of Bethany Theological Seminary, is located just west of the ESR Center. It contains Bethany's administrative, teaching faculty, and staff offices, four classrooms, Nicarry Chapel, and several meeting rooms.

Seminary Computing Services

Technical support for ESR and Bethany electronic resources is provided by Seminary Computing Services via the SCS Helpdesk (765)983-1262, email support@scs.earlham.edu which is staffed during normal business hours. ESR and Bethany share a computer lab, located upstairs in the ESR Center. Seminary students are also welcome at Earlham College computer labs. The Lilly Library Reference Lab is located on the main floor of Lilly Library near the reference area. Lilly Library's 24-Hour Computing Lab is located in the basement of Lilly Library. Access to the lab when the library is closed is through the South entrance by using your Earlham ID card. This entrance is not for public use when the library is open.

Parking

Parking for ESR is in the Public Safety lot southwest of our campus, at the end of the winding walkway that leads to it from the ESR and Bethany Centers. Please refer to the Parking & Car Registration section of this handbook for further explanation.



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 380,000 print volumes and over 100,000 electronic books, including a substantial theological collection. The library also provides access to a wide range of article databases and online scholarly resources. 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 Karla Fribley (765)983-1290, e-mail: friblka@earlham.edu is liaison to the School of Religion.

Lilly Library also houses the Friends Collection and Arthur & Kathleen Postle Archives & Friends Collection that have materials by or about the Society of Friends. 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.

Student Mail and E-mail

Each residential student is assigned a mailbox in the ESR Center recreation room 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.



Student Housing

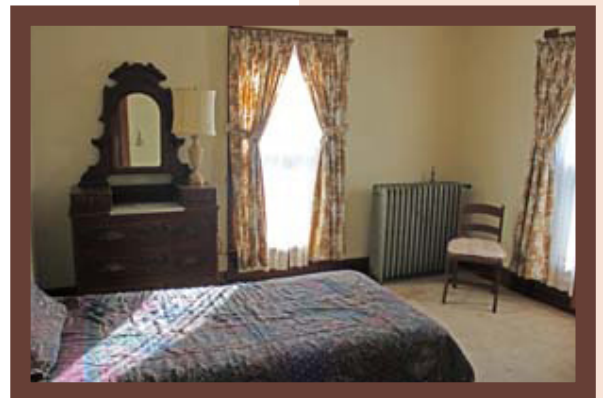
ESR does not currently own any student housing, however we would be happy to discuss your housing needs and pass along any information we have about appropriate rental options available. There is a Facebook page called [ESR/BTS Housing Opportunities](#) that might offer occasional listings.

Cadbury House is a 3-bedroom home located across from the ESR campus on National Road. It is used to house international students, but there may be rooms available for other students as well.

Lauramoore Guest House and Retreat Center at 504 NW 5th Street is available for students taking Intensive and weekend classes. Contact Jonelle Ellis at (765)983-1540 or email her at ellisjo1@earlham.edu for additional information about Cadbury House or Lauramoore Guest House.



Cadbury House



Lauramoore Guest House