The Linda Hall: Science Library & Arboretum

Fellowship Handbook

(Last revised: October 2026)

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I. Introduction

Congratulations on your upcoming fellowship with The Linda Hall! Since 2011, we have supported over 200 historians, philosophers, sociologists, and researchers from other humanities disciplines from every continent except Antarctica. Now that you have joined their ranks, you probably want to know more about the Library and your responsibilities as a research fellow. This handbook should answer many of your questions.

As you peruse its pages, you will find a summary of day-to-day operations and administrative policies. Residential fellows will discover useful tips about life in Kansas City, including details about public transportation, housing options, grocery stores, restaurants, and other noteworthy attractions. Virtual fellows will learn how to submit digitization requests and participate in online academic and social events. Our hope is that this information will ensure all our fellows have a successful and productive research experience.

Although we have tried to be thorough, this handbook remains a work in progress. If you encounter a situation that is not addressed below, please email me so that we can account for it in future updates.

The Linda Hall is a remarkable place, offering access to unparalleled science and engineering collections and in-house experts capable of supporting nearly any research project. Above all, the Library is the center of a dynamic intellectual community, one that is deeply enriched by the presence of scholars like you.

Whether you plan to make an in-person visit or conduct research remotely using our digital collections, our staff looks forward to working with you during the coming academic year!

Antoinette Bettasso

Antoinette "Toni" Bettasso
Fellowship Program Manager
The Linda Hall: Science Library & Arboretum
bettassot@lindahall.org

II. The Linda Hall: A Brief History

The Linda Hall is the world's foremost independent research library devoted to science, engineering, and technology. The Library was established thanks to a generous gift from Herbert Hall, one of Kansas City's leading businessmen, and his wife, Linda. The Halls were prominent members of Kansas City society and supported a wide range of philanthropic causes throughout their lives. In a final act of civic generosity, their wills stipulated that their estate would be used to set up a "free public library for the use of the people of Kansas City and the public generally."

The terms of the Halls' bequest specified that the new library should be located on their 14-acre property and named after Linda, but the choice of collecting focus was left to the first board of trustees. Following extensive conversations with consultants and community leaders, the trustees concluded that the region would benefit from the presence of a science and technology library. This decision coincided with news that the American Academy of Arts and Sciences, one of the nation's oldest learned societies, was seeking a new home for its collection of monographs, serials, and rare books. These materials were shipped to Kansas City in 1946, and shortly thereafter, The Linda Hall opened to the public.

Within a decade, the Library's collections had outgrown the Hall's mansion, leading to the construction of the current main building in 1956. In 1965, The Linda Hall built a new wing to hold an auditorium, exhibition hall, and additional stack space. Today, this extension is home to the History of Science Reading Room. Further additions in 1978 and 2006 provided the Library with over 40 miles of shelf space.

The Linda Hall's ongoing expansion reflects its commitment to preserving print material related to science, engineering, technology, and their histories. The Library's collections include over 489,000 monographs and more than 43,000 journal titles in 82 languages. The 1995 acquisition of the Engineering Societies Library added thousands of technical reports, government documents, conference papers, and industrial standards. Along with 50,000 rare books in the History of Science Collection, these materials enable researchers to reconstruct the development of scientific or technical concepts from the 15th century to the present.

The Fellowship Program

The Linda Hall has offered research support to visiting scholars since the 1990s. Early on, fellowships were offered on an informal, non-competitive basis. Scholars who heard about the collections—largely by word of mouth—would work directly with members of the staff to arrange their stays.

The Library restructured its fellowship program in 2008. The organization appointed a new Director of Fellowships, who implemented a more formal application process resembling programs at other research libraries. The reconstituted fellowship program was launched in 2011. In response to the COVID-19 pandemic, the Library started offering virtual fellowships in 2020 and continues to support a combination of on-site and remote researchers each year.

III. Library Operations

A. Location

The Linda Hall: Science Library & Arboretum's address is:

The Linda Hall
5109 Cherry Street
Kansas City, MO 64110-2498
USA

The Library is surrounded by the campus of the University of Missouri-Kansas City (UMKC). Free parking is available in the main lot, which can be accessed via Cherry Street between 51st and 52nd Streets.

B. Library Hours

The Linda Hall is open to the public Monday through Friday from 10 AM–5 PM and Saturday from 10AM. – 2 PM.

The History of Science Collection (our rare book collection) is open to researchers on an appointment-only basis Monday through Friday from 10 AM. to 4:45 PM.

The Linda Hall is also closed for the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- Presidents' Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving (4th Thursday in November), as well as the day after Thanksgiving (4th Friday in November)
- Christmas (December 25)

Depending upon the year, the list above may be amended to include additional holiday closures. Please consult the Library's Hours and Directions website for the latest updates.

C. Emergency Closures

When the threat of inclement weather (snow, ice, tornado, heavy rains/hail, etc.) develops, either overnight or during the day, the question of closing will be reviewed by the President. If inclement conditions develop overnight, the President will decide by 6AM. whether the Library will close for the day or have a delayed opening.

Due to the unpredictable nature of weather in the region, we recommend checking with the National Weather Service (www.weather.gov) or a Kansas City news organization for severe weather updates.

The following steps will be taken to communicate the closing notice to staff, fellows, and the public:

- Staff will receive a phone call or text message alert with closing information through the Library's OneCallNow system. Fellowship staff will alert fellows of the upcoming closure via email or text based on each fellow's preference.
- IT Services will update the Library's phone greeting and webpage with closing information once the decision has been finalized.
- The Marketing department will alert local media for inclusion in TV closing lists.
- The security guard will post a closed sign on the front door.

When inclement weather conditions develop during the day, the President will make the closing decision. The following steps will be taken to communicate the early closing decision to staff, fellows, and the public:

- Staff will receive a phone call or text message alert with closing information through the OneCallNow system.
- IT Services will update the phone greeting and the webpage.
- The Marketing Department will alert local media for inclusion in TV list of closings.
- A member of the Public Services Department will post a closing notice on the front door.

Fellows have a responsibility to check the webpage, the recorded phone message, and/or the local television stations for the closing notice:

- Fox4 (Channel 4)
- KCTV (Channel 5, CBS affiliate)
- KMBC (Channel 9, ABC affiliate)
- KSHB (Channel 41, NBC affiliate)

Tornado Alerts

Kansas City is located in a region that is susceptible to extreme weather, including tornadoes. The city maintains a series of outdoor sirens that are tested at 11AM. on the first Wednesday of every month. If there is a tornado warning, sirens will sound, and members of the staff will direct all Library patrons and research fellows downstairs to a shelter area until the storm has passed.

D. Accessible Spaces

1. Main Reading Room

Most visitors make use of The Linda Hall's collections in the Main Reading Room. This space, easily recognized by the presence of the malachite tazza (a ceremonial bowl that once belonged to Czar Nicholas II), also serves as a lecture hall and gathering space for Library events.

The Main Reading Room is home to the Library's open stacks, which contain books published after 1990, as well as a selection of reference books. The rest of the collections are housed in closed stacks, which are accessible only to Library staff. To access materials from the closed stacks, you will need to submit a request using Primo, the online catalog system. (See Section V.)

Other resources that you will find in the Main Reading Room include:

- Reference Desk: Members of The Linda Hall's reference staff are available to answer your questions and help you access materials housed in closed stacks. Fellows working at the Library should confirm their arrival by signing an attendance sheet, which is in a binder on the side of the desk.
- Public workstations: These computers are situated directly across from the Reference Desk and can be used to access the online catalog and electronic resources.
- A pair of scanners and a microfilm reader can be found on the east side of the Main Reading Room. Fellows may use this equipment without charge for the duration of their visit.
- Study room: There is one study room adjoining the Main Reading Room, which can be reserved for fellows working with materials from the general collection. Please consult with the Fellowship Program Manager to access the room.

2. Exhibition Galleries

The Linda Hall hosts exhibitions featuring materials from the rare book and general collections. These items are displayed in two galleries located to the east and west of the Main Reading Room immediately after entering the building.

3. Classroom

The Linda Hall has a classroom, which can be accessed through the alcove in the west exhibition gallery. The monthly Works-in-Progress Seminar is held in this space.

4. History of Science Reading Room

The Linda Hall holds one of the finest collections of rare science, technology, and engineering publications in the world. The History of Science Reading Room is open by appointment from 10AM until 4:45 PM.

Further information about the History of Science Reading Room can be found in Section V of this handbook.

5. Fellows Lounge

The Fellows Lounge is in the office area adjoining the History of Science Reading Room and can be accessed using a Library ID badge. It is a convenient location for fellows to enjoy coffee breaks, lunches, or informal conversations. The lounge also has a computer and audiovisual equipment that can be used for presentations or teleconferences.

Because of its proximity to the rare book collection, we ask fellows to be careful when bringing food into the Fellows Lounge. Please contact the Fellowship Program Manager at least a few days in advance if you would like to reserve the space.

E. Food and Beverage Policy

The collections, in addition to their informational and artifactual value, represent an enormous economic investment and provide the underpinning for many of the services we offer. The commitment to preserve and protect the collections is an integral part of the institutional mission. This commitment means, in part, providing a safe environment and following appropriate handling procedures to prevent damage to Library materials and equipment.

Materials in all formats can be damaged by food stains or residue. Food crumbs attract insects, which can also mar printed books or journals. Because damaged materials are expensive to repair and frequently impossible to replace:

- Food must be confined to the Fellows Lounge. No food is permitted in public areas.
- Food must not be present at any desk or table that holds Library materials of any format.
- Hands should be kept clean, dry, and free of any sticky or greasy food residue when handling any Library materials.

Beverages can also damage Library materials and electronic equipment.

- Open-top containers are not allowed at desks or on any surface where Library materials in any format are present. Open-top containers should be confined to the Fellows Lounge.
- Bottles with spill-proof lids, sport bottles, and cups or mugs with secure lids may be used in the Main Reading Room.
- Insulated containers that do not sweat are preferable.

Should a mishap occur, please report it to the nearest member of the reference or maintenance staffs to minimize damage to the collection and ensure that spills are cleaned up quickly. Current and future Library users will appreciate your cooperation in adhering to these guidelines.

F. Tobacco and Smoking Policy

The Linda Hall is a tobacco-free workspace. Cigars, cigarettes, pipes, e-cigarettes, and any other form of smoking paraphernalia are prohibited on Library property, including all Library-owned buildings, parking lots, streets, and grounds. Tobacco use is allowed in enclosed personal vehicles, with the windows completely closed, in the Library's parking lots.

G. Health Safety Protocols

The Linda Hall takes the safety of its staff and patrons extremely seriously. Fellows visiting the Library should help us maintain a safe and comfortable environment by respecting others' use of face coverings and staying home when they feel sick.

IV. Your Linda Hall Patron Account

A. Setting Up Your Account

The Linda Hall's Library system, Alma, runs underneath our online catalog tool, Primo. Academic and special libraries all over the world, including several of our peers in the Independent Research Libraries Association (IRLA), use Alma as their library management system. This system allowed us to make several behind-the-scenes changes to manage the Library's resources more reliably, accurately, and efficiently. Beyond improvements for staff, Alma and Primo offer features that make it easier for visitors to access our collections and manage their accounts.

Reference staff will create patron accounts for each fellow at the start of the academic year. Each fellow will receive an email prompting them to authenticate their account, allowing them to request books through the online catalog (Primo).

Fellows may authenticate their accounts using two different sign-in options:

1. Social Media

   You may sign in via a social network like Google/Gmail or Twitter/X. Primo uses login information from Google or Twitter/X to verify your information and sign into your library account. Your Library account will not store any information from your social network account. Once your account is connected, you can sign into your library account by clicking on the option to sign in via Google or Twitter.

   If you would like to use the social network method, please advise a reference librarian or indicate that on the account update form. The Library will then send an email to the email address associated with your account. This email contains a link to set up the connection between your social network account and your Library account.

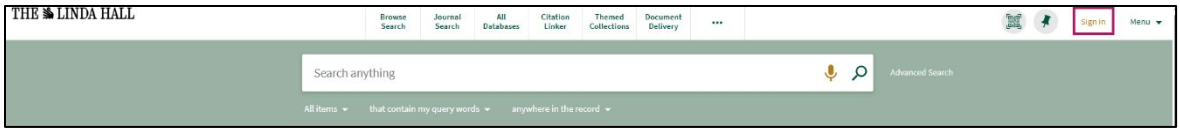
2. Email

   You can also use the email validation method to sign into Primo with your Library account. This will require you to select the email option at sign in. After doing so, you will receive an email with a one-time-use link to sign into your Library account.

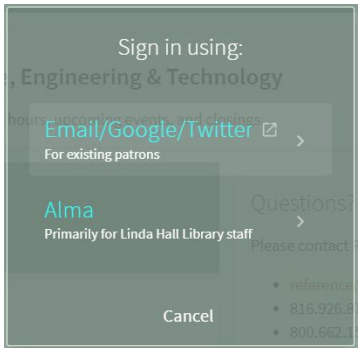
   If you would like to use the email method, please verify that your email address is current by using the update form or advise a reference librarian. You can then go directly to Primo and begin the sign-in process. Please note, if your email address already associated with a different library's system, you will need to provide a unique email address for your account or consolidate accounts. If you attempt to sign in via email and do not get the sign in link email within a few minutes, please speak with a reference librarian for further assistance.

B. Accessing Your Library Account

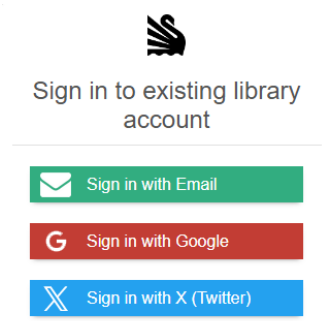
1. Browse to our catalog (Primo) and click the **Sign In** option in the upper-right corner.



2. Select the option to sign in using Email/Google/Twitter



3. At the next window, click on your chosen authentication method.



If you select **Sign in with Email**, you will receive a message with a one-time-use sign-in link.

If you select **Sign in with Google** or **Sign in with Twitter**, you will be asked to sign into the corresponding social media account if you are not already.

4. Once you are signed in, you will see your name listed in the upper-right corner of the page. If you click on your name, you will see the features described in the next section.

5. As a security measure, the system will automatically log you out of Primo if it does not detect any activity for 30 minutes. Be sure to save your searches and favorites regularly.

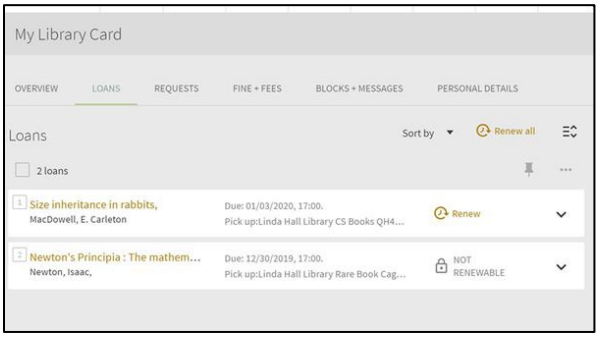
C. Library Account Features

Library Card

This link takes you to an overview of your account and will allow you to see any current loans, current requests, fines or fees, any blocks or messages from the Library, and your personal details. You can edit or update your mailing address, phone number, and preferred email address on the personal details tab.

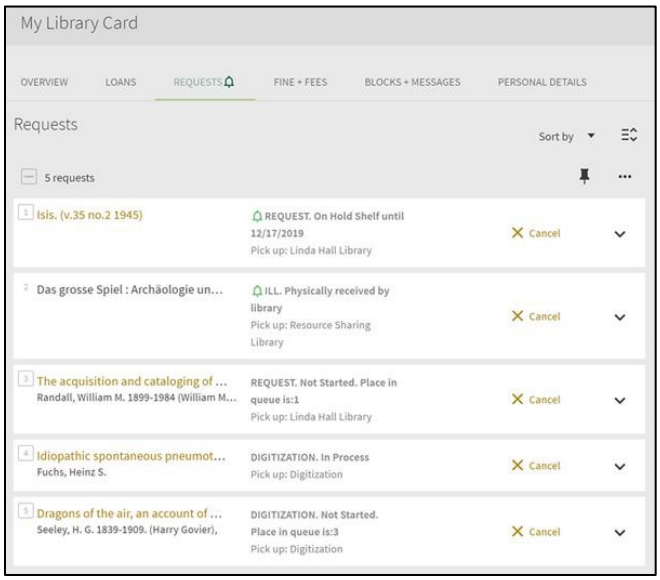
My Loans

From here, you can see all current and outstanding loans. If a loan is renewable, you can renew the loan here.



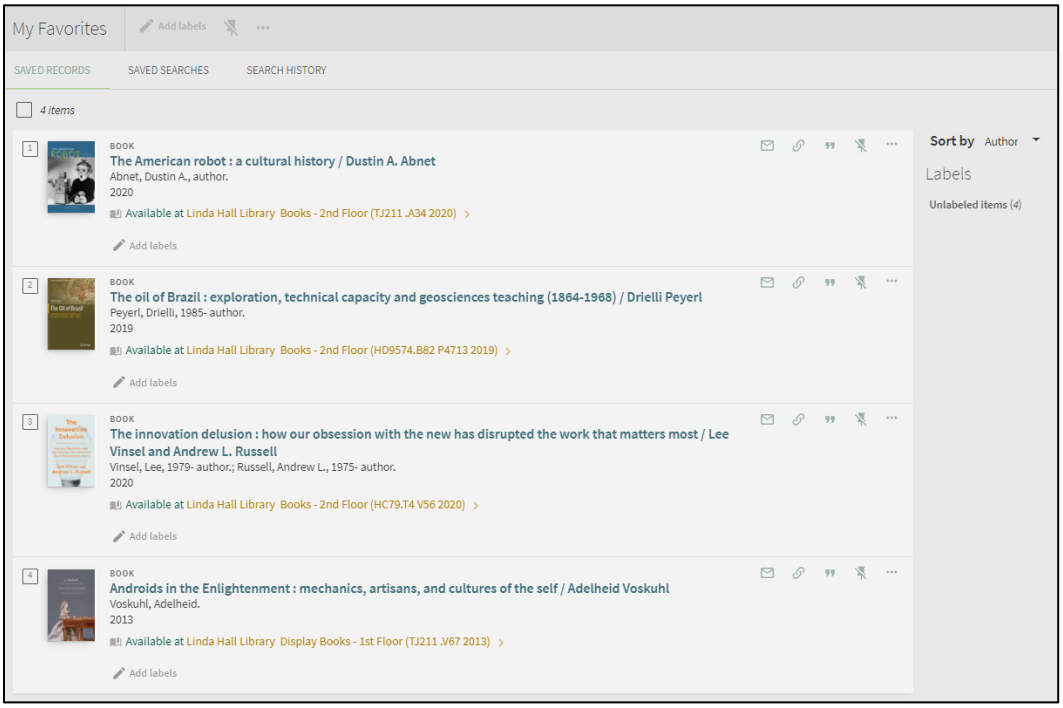
My Requests

You can see all your current requests with the status of the request listed. If your request is available, you can also see how long it will be kept on the hold shelf. You can cancel requests here if you no longer need the material. If more than one patron has requested the material, you will be able to see your position in the queue.



My Favorites

Here you can find any books and journals that you tagged as a favorite, saved searches, and your search history. For resources you favorited, you can add labels, print, email, or export the records to citation management software.



Search History

This link takes you to a tab that displays all the searches during your current session. You can save searches that appear here, and they will be preserved and moved to the **Saved Searches** tab.

Display Language

This link will allow you to change the default interface language for your account.

V. Accessing the Collections

Once you are signed into Primo, you can request The Linda Hall materials while sitting at a table in the Main Reading Room or working at home. Requests placed during non-business hours will be fulfilled the next business day.

The following sections will discuss the Library's circulation policies and how you can request books using your Primo account. If you have any questions about this process, please feel free to speak with a librarian at the Reference Desk or email reference@lindahall.org.

A. Circulation Policies

Research fellows with active patron accounts may check out resources from the general collections. All items must be checked out at the Reference Desk.

Fellows may check out a maximum of **25 items** from the general collection. Fellows who are primarily using resources from the general collection will be assigned a table in the Main Reading Room where they can keep their checked-out items. Book trucks are also available upon request.

All general collection materials are due back to reference on the day before the conclusion of your fellowship. If certain items are deemed essential for use on the final day of the fellowship, they can be checked out for one additional day at that time.

Fellows may also take-home monographs from the general collection overnight.

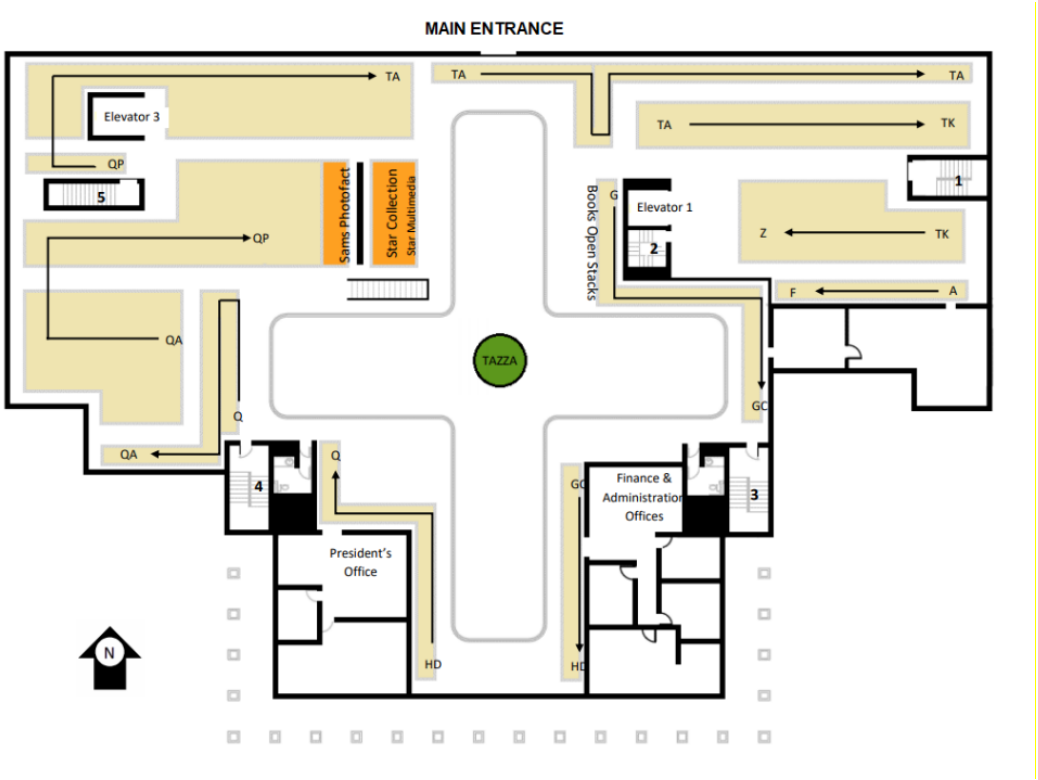
Please note that the following types of material **cannot leave the building**:

- Journals, periodicals, or magazines
- Material published before 1900
- Reference books
- Folio volumes
- Government documents
- Technical reports
- Conference proceedings
- Technical standards
- Items deemed fragile or difficult to replace
- Maps
- Non-print materials, including microfilm and microfiche
- Rare books or other items from the History of Science Collection

B. Locating Items in the Open Stacks

Records in the online catalog indicate whether a publication is shelved in open stacks or closed stacks. These records also provide additional information to aid in locating an item, such as a call number, shelving title, or shelving location.

Most open stacks materials are shelved on the balcony level of the Main Reading Room, where they are accessible to the public. The Library shelves these items according to their Library of Congress call numbers, as shown on the map below.



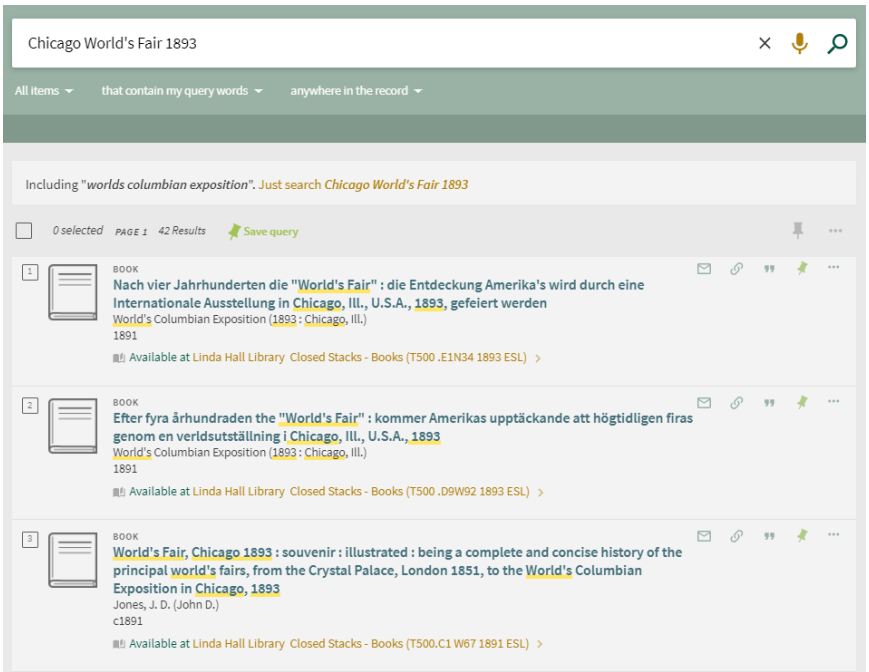
Some items in Main Reading Room are assigned a special shelving location in their catalog records (e.g., The Linda Hall Reference Room). Please consult reference staff if you have any difficulties locating a book.

C. Requesting Items in the Closed Stacks

Most of the Library's collections, including all monographs published before 1980, journals, technical reports, industrial standards, government documents, and patents, are shelved in closed stacks. These materials are not accessible to fellows or other members of the general public and must be requested.

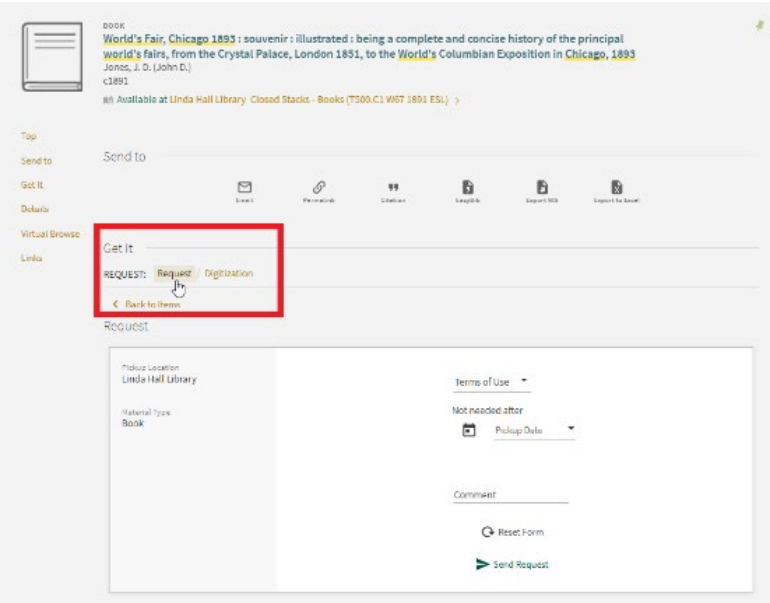
1. Requesting a Specific Book from the Closed Stacks

- Make sure you are signed into Primo. (See Section IV: Your Library Account for further details or email reference@lindahall.org if you need help setting up your account.)
- Search for the book using the **Search Anything** box in the Library's catalog.



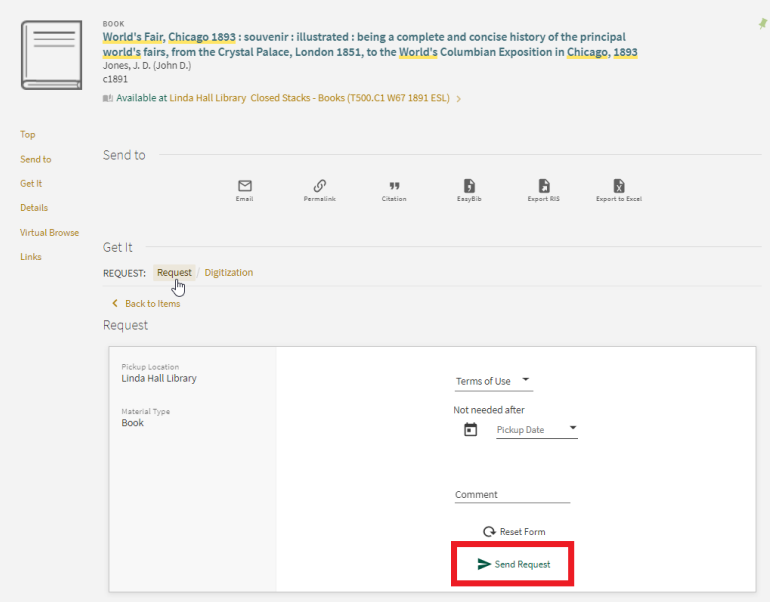
- Click on the book's title to retrieve more information about the book. Library resources that are currently accessible to the public will be available for request.

- Once you have identified an item that you wish to consult, click on the **Request** link under the **Get It** section. If the request button is not visible, this indicates that the material is in a patron-accessible area like Open Stacks.



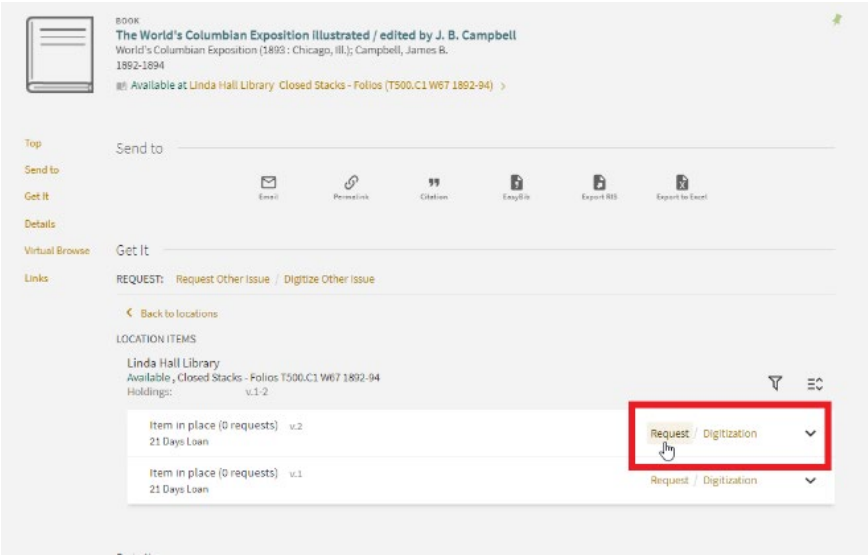
- The Terms of Use will be automatically populated with the amount of time an item can circulate. Please note that materials that are designated "In Library use only" can be checked out and used in the Library but cannot leave the building. You can also indicate if there is a date after which you will no longer need the book. If you need to alert Library staff of anything else in connection with this request, please add that information in the comment section.

- Hit the **Send Request** button.



- The Linda Hall staff will then receive an alert to retrieve the book for you. Once it is found and ready for use, you will get an email confirming that the book is available at the Reference Desk. Any requests made during non-business hours will be filled the following business day.

- If a book has multiple volumes, please submit a separate request for each volume that you want.

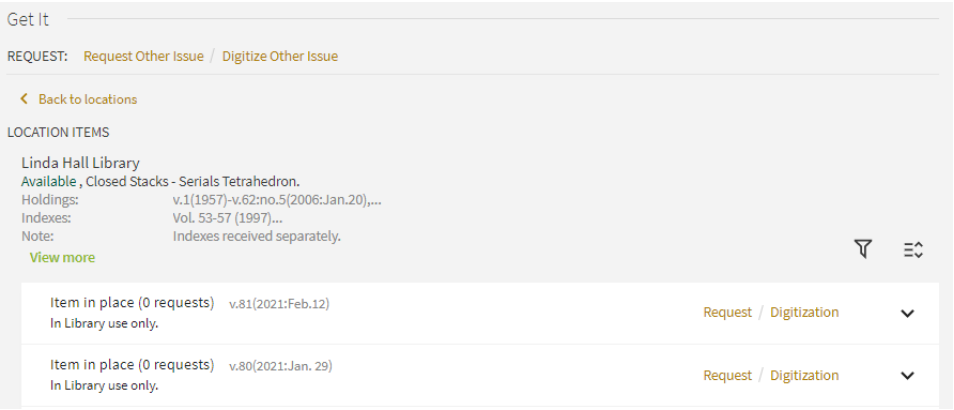


2. Requesting a Specific Issue or Issues from a Periodical in the Closed Stacks

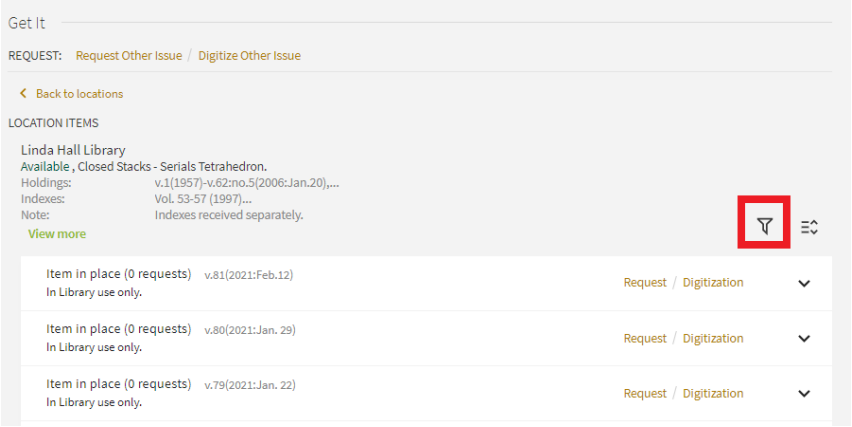
- While signed into Primo, search for a journal using the **Search Anything** box.

- Click on the journal's title to retrieve more information.

- Under the **Get It** section, select the issue you want to request. Many of the Library's journals can be requested by specific issue.



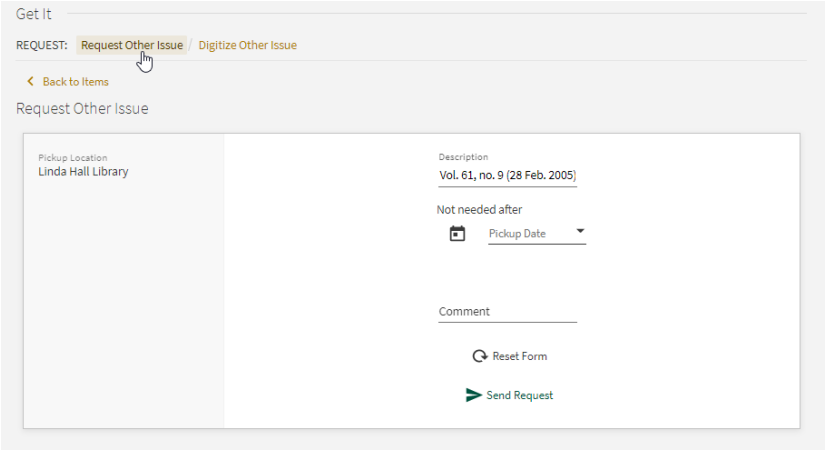
- Clicking on the funnel icon on the right-hand side of the issue list will allow you to filter this list by location, volume, year, or description.



- After you have narrowed your results, select **Request**. As with book requests, the system will automatically fill out the form. The only additional information you will need to provide is the date when you will no longer need the material.

- If you cannot find the specific issue in the list, you can request issues that have not been cataloged yet. (This is frequently the case for journals published before 2011.) To request these issues, look under the **Get It** section and click on **Request Other Issue**.

- This request will not populate the issue information. Please put as much information in the description field as possible. If you have a specific volume and issue number, please add that in as well as any year or date information. If you want multiple issues (e.g., all of Vol. 45, all issues published in December 1980), please enter that in the description. Hit **Send Request**.



- When the issues have been located and are available to use, you will receive an email. Journals, conference proceedings, and other hard to replace items can only be used in the Library. When you have finished consulting these materials, please return them to the Reference Desk.

D. The History of Science Reading Room

The Linda Hall holds one of the world's finest collections of rare science, technology, and engineering printed works. For example, the Library holds nine of every 10 works listed in Harrison Horblit's *One Hundred Books Famous in Science* and Bern Dibner's *Heralds of Science*. It also houses early scientific periodicals, including all issues of the *Philosophical Transactions of the Royal Society*, beginning in 1665, and the *Acta Eruditorum*, beginning in 1682.

All fellows who need to consult these materials must schedule an appointment to visit the History of Science Reading Room by emailing Toni Bettasso (bettassot@lindahall.org) at least 48 hours in advance. Fellows are required to follow the same procedures as any other visitors using the special collections.

Upon arrival at the History of Science Reading Room, fellows should place their personal belongings in the cubbies near the front desk. The only items allowed at their desks are:

- Cell phone
- Laptop computer
- Digital camera (no tripods)
- Books from either personal collections or the Library's general collection
- Writing supplies (notebooks and pencils; no ink pens)
- Measuring tapes, loupes, light sheets, and other similar tools

Please note that food and drink are prohibited in the History of Science Reading Room. You may leave your lunch or snacks in the Fellows Lounge.

If you receive a phone call while working in the History of Science Reading Room, please relocate to Fellows Lounge to avoid disturbing other scholars.

Please come prepared with an ID card to complete registration for the History of Science Reading Room.

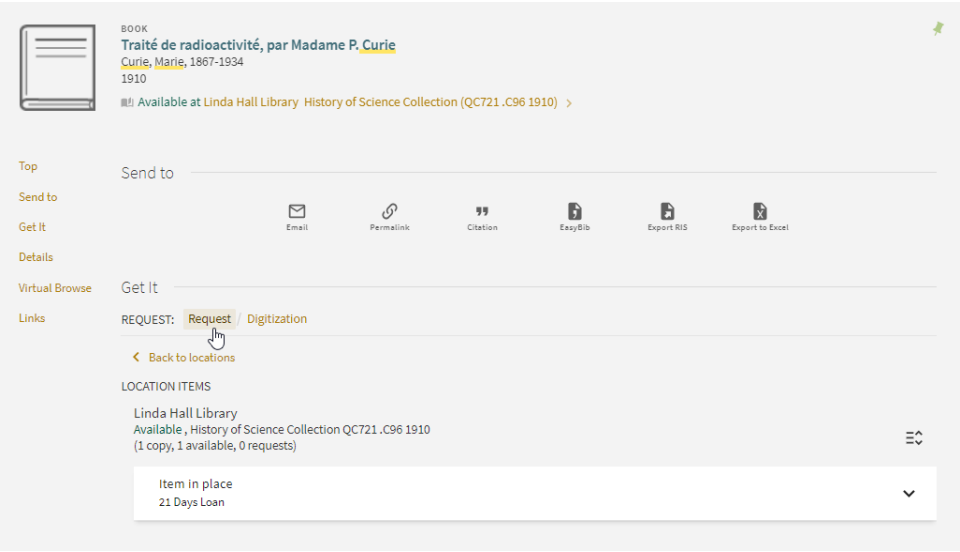
1. Requesting items from the History of Science Collection

Special collections materials, including rare books, manuscripts, or archival collections, may be used only in the History of Science Reading Room. Once your Library account is established, you may request materials using Primo prior to your appointment or at any time you are in the History of Science Reading Room.

Due to security reasons, there are a limited number of staff members with access to special collections material. Please keep this in mind when submitting requests and try to plan ahead as much as possible.

- While signed into Primo, search for the material you would like to request. You can limit to specific locations using the menus on the left-hand side of the results. To limit to History of Science materials, scroll down to the **Location** heading and select:
    - History of Science Collection
    - History of Science Collection – Cage
    - History of Science Collection – Cage Serials
    - Rare Book Room Serials

- Click on the title to get more information about the work, and under the **Get It** section, select **Request**, or click on the specific issue and select **Request**.



- Please enter the date you expect to be in the History of Science Reading Room in the comments if you are making a request in advance. Click **Send Request**.

- When the book or journal is available, you will receive an email letting you know the material is ready.

- Special collection materials must remain in the History of Science Reading Room. Materials will be checked out to patrons for use within the Reading Room for a period of twenty-one days.

- At the end of your visit, please return all items to the Reading Room staff and let them know if you are finished with these materials or if you wish to review them further. If you are done, we will reshelve the relevant titles. If you still need to consult a book, it will be made available the following day when you return to the History of Science Reading Room.

2. Handling Special Collections Materials

All visitors to the History of Science Reading Room, including fellows, are required to handle special collections materials with care. Members of the Library staff will demonstrate proper handling techniques to all fellows as part of their orientation.

Before handling special collections materials, fellows should wash their hands, either in the restroom or the Fellows Lounge.

When handling special collections materials, fellows should:

- Keep rare books, manuscripts, and archival materials in designated cradles and supports.
- Use foam supports to minimize the strain on a rare book's binding.
- Use book snakes or weights to keep a book open to a given page.
- Turn pages slowly and carefully from the corners.
- Use pencils for all note-taking activities and avoid writing on paper laid on top of a book—either open or closed. (Pens are not permitted in the History of Science Reading Room!)
- Do not mark or fold pages. Keep pages that are already folded or dog-eared in their original condition.
- Exercise caution when unfolding plates or maps.
- Ask for assistance when dealing with any particularly fragile or delicate items. You will always have a member of staff in the reading room with you so please do not hesitate to ask for help.

Photography is permitted in the History of Science Reading Room. Please avoid using a flash, since bright light can damage special collections materials over the long term. Fellows may not bring their own scanners, tripods, or other image reproduction equipment to the History of Science Reading Room, but they can request high-resolution scans of rare books or manuscripts from the Library's Digital Initiatives Unit. (See Section VIII.)

3. Rare Book Room Reference Materials

In addition to the items in the rare book vault and cage, researchers making use of special collections materials may also consult the books on the shelves near the back of the History of Science Reading Room. These volumes include reference works, the collected correspondence of well-known scientists, and facsimiles of historically significant publications. These items are assigned a special location in the online catalog ("LHL Rare Book Room Reference") and may not be checked out.

E. End of Day Procedures

The History of Science Reading Room closes at 4:45 PM. Fellows should plan their work schedules accordingly. Before leaving the Library, all patrons, including fellows, must have their bags checked by the staff member at the Reference Desk.

VI. Financial and Administrative Policies

A. Fellowship Support

The Linda Hall provides fellows with financial support to facilitate their research in its collections. All fellowships are supported by the Linda Hall Library Foundation, an independent 501(c)(3) public charity.

General Research Fellowships

The Linda Hall offers general fellowship support to doctoral students, postdoctoral scholars, and independent researchers whose projects examine the relationship between science, technology, and society. General fellowship funding is offered at a rate of $3,000 per month for doctoral students and $4,200 per month for postdoctoral researchers and scholars with other terminal degrees (e.g., MFA, MLIS).

- **Residential fellowships** last between one and four months and support scholars traveling to Kansas City to access The Linda Hall's collections.

- **Virtual fellowships** last between one and four months and support scholars working off-site using resources from the Library's digital collections. Virtual fellows receive personalized research assistance from reference staff and may request complimentary scans of Library resources in accordance with our in-house digitization policies. Priority will be given to projects that rely on items that are not readily accessible on other platforms.

Specialized Research Fellowships

In addition to the general research fellowships listed above, The Linda Hall offers several fellowships aimed at specific groups of researchers.

- The **History of Science and Medicine (HSM) Fellowship** is jointly sponsored by The Linda Hall and the **Clendening History of Medicine Library** at the University of Kansas Medical Center (KUMC). This residential fellowship provides one month of residential funding ($3,000 per month) to a doctoral student whose research examines the intersecting histories of science and medicine. The HSM fellow will spend one month in Kansas City conducting research in both libraries' collections.

- The **Pearson Fellowship in Aerospace History** honors the life and legacy of aerospace engineer Jerome Pearson. This fellowship provides up to two months of residential funding ($4,200 per month) to a postdoctoral scholar studying any aspect of aerospace history, including, but not limited to engineering, physics, astronomy, astrophysics, and other disciplines related to space travel and exploration.

- The **Presidential Fellowship in Bibliography** provides up to four months of residential funding ($4,200 per month) to a postdoctoral scholar whose research focuses on the study of books and manuscripts as physical artifacts, including projects that examine the history of printing techniques, publication practices, textual transmission, and reading strategies.

B. Stipend Payments

Fellowship stipends will be distributed on the 15th and 30th of the month as direct deposits through the WorkMarket system.

Fellows also have the option to be paid through their home institution, which can disburse fellowship funds through direct deposit. Fellows who select the direct deposit option will need to provide the Finance Office with the following information:

- Bank name
- ABA routing # (for U.S. banks) or SWIFT code (for international banks)
- Account name
- Account number

To receive their final stipend payment, all fellows are required to complete an exit questionnaire and a short (1-2-page) research summary.

C. Tax Information

1. U.S. Citizens and Permanent Residents

The Linda Hall fellowship funding counts as taxable income for U.S. citizens and permanent residents. Please note that this income is not reported by the Library on a W-2 or 1099 form, so no taxes will be withheld.

2. Information for non-U.S. Citizens

For non-resident aliens, fellowship income may be partially or totally exempt under the terms of a tax treaty.

The Linda Hall must file an information return (Form 1042-S) reporting the amounts paid to foreign persons (non-resident aliens), even if no tax was withheld. On this return, The Linda Hall must report either a U.S. or foreign taxpayer identification number for the fellow.

Fellows from countries with a tax treaty with the United States (see list below) may claim an exemption from withholding. To claim the exemption, the fellow must submit a copy of IRS Form W-8BEN with their U.S. or foreign taxpayer identification number.

Fellows from countries without a tax treaty with the United States are subject to having a portion of their income withheld. The exact amount depends upon their visa status.

- Fellows present in the U.S. with a non-immigrant visa status of F, J, M, or Q will have 14% of their income withheld.
- Fellows present in the U.S. with any other visa status (e.g., B-2, Tourist) will have 30% of their income withheld.

3. Countries with U.S. Tax Treaties

Armenia
Australia
Austria
Azerbaijan
Bangladesh
Barbados
Belarus
Belgium
Bulgaria
Canada
China
Cyprus
Czech Republic
Denmark
Egypt
Estonia
Finland
France
Georgia
Germany
Greece
Hungary
Iceland
India
Indonesia
Ireland
Israel
Italy
Jamaica
Japan

Kazakhstan
Korea
Kyrgyzstan
Latvia
Lithuania
Luxembourg
Malta
Mexico
Moldova
Morocco
Netherlands
New Zealand
Norway
Pakistan
Philippines
Poland
Portugal
Romania
Russia
Slovak Republic
Slovenia
South Africa
Spain
Sri Lanka
Sweden
Switzerland
Tajikistan
Thailand
Trinidad
Tunisia
Turkey
Turkmenistan
Ukraine
United Kingdom
Uzbekistan
Venezuela
Vietnam

The foregoing is provided for informational purposes only. Fellows from outside the U.S. are responsible for determining whether a tax treaty between their home country and the U.S. is in force.

4. Filing for a Tax Refund

If the fellow wants to request a refund of part or all of the tax withheld, he or she will have to file a Form 1040- NR with the IRS the year after receiving fellowship income. It can take more than a year to receive a refund. The fellow must have a U.S. taxpayer ID number to receive a refund.

D. Visa Information

The Linda Hall is unable to sponsor visas for international scholars. If you are not an American citizen, you are responsible for obtaining the proper visa before applying for research support or traveling to Kansas City. The Linda Hall fellowships should not be considered employment for the purpose of obtaining a visa.

VII. Fellowship Expectations

A. Attendance

During their stay in Kansas City, residential fellows are expected to be at The Linda Hall during its regular operating hours.

Fellows should confirm their arrival each day by signing in at the Reference Desk. While fellows may leave to eat lunch, visit the post office, or complete other similar errands, the majority of their time should be spent on site making use of the collections.

Fellows should email Toni Bettasso, bettassot@lindahall.org if illness, a family emergency, car trouble, or any other issues arise that might prevent them from arriving at the Library.

1. Conference Travel

Although residential fellows are expected to remain in Kansas City throughout the duration of their fellowships, The Linda Hall recognizes that attending academic conferences and workshops is an important component of their professional development. These events provide scholars with the opportunity to present projects to new audiences, receive feedback from peers, and form connections with like-minded researchers from around the world.

Please inform the Fellowship Program Manager (bettassot@lindahall.org) if you plan to attend a conference during your fellowship.

2. Visiting Local Collections

In addition to The Linda Hall, the greater Kansas City area is home to a variety of libraries, archives, and museums whose collections might be relevant to fellows' research projects. (Several of these institutions are featured in Section IX of this handbook.) Fellows are welcome to take advantage of these scholarly resources.

Please inform the Fellowship Program Manager if you plan to conduct research off-site. We would also be glad to provide assistance planning your trip.

3. Contact Information

Please make sure to provide the Fellowship Program Manager (bettassot@lindahall.org) with your local phone number, address, and an emergency contact number.

B. Participation in Library Events

In addition to serving as a global destination for scholarship related to science, technology, engineering, and their histories, The Linda Hall hosts a wide range of public programs, including many that might be of interest to fellows during their time in Kansas City.

1. Evening Lectures

Throughout the year, The Linda Hall invites people from a wide range of professional backgrounds to speak about the social impact of science, technology, and engineering. These lectures are typically held in the evening. They are free and open to the public, although advanced registration is typically required on the website. Most of the programs are presented virtually, and fellows outside of Kansas City are encouraged to participate remotely.

Those planning to attend should inform fellowship staff. Please note that on evenings when public programs are scheduled, fellows do not have to leave the Library once it closes. If a member of the reference staff is present, fellows may continue working in the History of Science Reading Room or the Fellows Lounge. (Rare books will still be reshelved at 4:45 PM.) If no staff members are available or if the Reading Room is serving as a venue for a reception, fellows must relocate to the Main Reading Room before the evening's activities commence.

2. Works-in-Progress Seminar

During the academic year (September–May), The Linda Hall hosts a monthly Works-in-Progress Seminar, where scholars from throughout the region can receive constructive feedback on book chapters, journal articles, or other written work. Meetings are typically held on the third Friday of every month in the classroom near the west exhibition gallery. Fellows working off-site can join the discussion on Zoom.

Papers are circulated at least one week in advance to ensure sufficient time for review. Although fellows are not required to submit a paper for consideration, they are strongly encouraged to attend and participate in the conversation.

3. Public Outreach

For many years, fellows in residence for more than one month were invited to deliver a lecture describing their project. These talks highlighted the importance of the fellowship program and the value of its collections to prospective researchers.

As the fellowship program has grown, it has become more difficult to schedule lectures for all visiting scholars. Fellows may instead be offered the opportunity to record a short interview about their project or present their research in another setting.

C. Social Media Policy

The Linda Hall has embraced social media as a means of advancing its mission, calling attention to its collections, and promoting its public programming. Fellows may contribute to these objectives by sharing materials relevant to their research experiences or the Library's public programs (exhibitions, lectures, etc.) on Facebook, Twitter, Instagram, Tumblr, or other online platforms. Fellows do not, however, speak on behalf of the Library in any sort of official capacity and should make it clear in their social media profiles that all views expressed are their own rather than the institution's. The Library's prohibitions on harassment, discrimination, and intimidating conduct also extend to social media activity.

Fellows should contact the Library's Marketing Department if they have any questions about the appropriate use of social media.

D. Crediting the Library in Publications or Conference Talks

Through its fellowship program, The Linda Hall seeks to support well-researched scholarship related to science, engineering, technology, and their histories. Fellows are asked to provide the Library with a copy of any publication based on their fellowship research. In addition, any books, dissertations, journal articles, blog posts, or other publications that might result from that research should acknowledge the Library's support.

Along similar lines, scholars who deliver a conference talk based on their fellowship research should recognize The Linda Hall along with any other sources of funding associated with their project. During their tenure at the Library, fellows may list The Linda Hall as their home institution on conference nametags and title slides, so long as they also acknowledge any other organizations with which they have institutional connections.

Example: Albert Einstein
The Linda Hall: Science Library & Arboretum /Swiss Patent Office

E. Research Misconduct Policy

The Linda Hall expects that all research fellows will adhere to the highest standards of ethical conduct. All incoming fellows receive a copy of the Library's Research Misconduct Policy along with their offer letter, which outlines how the Library administration will respond to allegations of plagiarism, falsification, or other departures from acceptable research practice. Fellows must review this document and return a signed copy to the Fellowship Program Manager prior to their arrival in Kansas City. (The full text of the Research Misconduct Policy is reproduced in Appendix 1 of this handbook.)

F. Access Control Badge

Upon arrival at The Linda Hall, research fellows receive a badge that will enable them to access the History of Science Reading Room and the Fellows Lounge. This badge should be worn in an easily visible manner during working hours.

G. Virtual Fellowships

In response to the public health risks associated with the coronavirus pandemic, The Linda Hall began to offer virtual fellowships in 2020. Instead of traveling to Kansas City, virtual fellows conduct research remotely using digitized materials from the collections.

Virtual fellowships last between one and four months. During that period, scholars are expected to remain actively engaged with the intellectual life of the Library. Although they are not required to keep set hours, fellows should actively conduct research, regularly meet with the Fellowship Program Manager to discuss their projects, and participate in programs such as our monthly Works-in-Progress seminar. Just like their residential counterparts, virtual fellows must complete an exit questionnaire and provide a brief (one to two page) research summary at the conclusion of their fellowships.

Virtual fellows may use all existing resources in the Library's digital collections. Regardless of the length of their fellowships, virtual fellows may request additional scans throughout the entirety of the academic year in accordance with the following guidelines:

- Virtual fellows may submit a maximum of seven scanning requests per week. Each scan request corresponds to a single monograph, journal issue, federal government document, technical report, etc. Please note that it can take up to three to five business days for our digitization team to complete a given scan request depending upon the page count and their preexisting workload.
- Materials published over 96 years ago or issued by the United States government are in the public domain and may be fully digitized. Due to copyright restrictions, we can only digitize a limited portion of books or journals that are not in the public domain.
- Detailed instructions about how to submit digitization requests using the online catalog are provided in Section VIII.

VIII. Services Available to Fellows

A. IT Resources

The Linda Hall provides research fellows with a wide range of computing resources to help them pursue their research. All fellows have access to the Library's wireless network, the flatbed scanners and photocopiers off the Main Reading Room, and the print station in the History of Science Reading Room. (Please note that we offer printing as a free service to its fellows but reserves the right to revoke that privilege if it is abused.)

Fellows working at tables in the Main Reading Room that are not near a power outlet may request a portable power supply from the Reference Desk.

Fellows who require additional computing resources should notify the Fellowship Program Manager, who will work with the IT department to address all requests.

B. Digital Images

The Linda Hall makes available all existing digital images from its collection that are in the public domain to be used for any purpose under the terms of a Creative Commons License. The Library's preferred credit line for all uses is:

> "Courtesy of The Linda Hall Library: Science Library & Arboretum"

C. Digitization Services

Both virtual and residential fellows may request additional scans from material in The Linda Hall collections for non-commercial, personal, or research use. Such requests must be in accordance with U.S. copyright law. Any publication that makes use of images from the collections must properly credit The Linda Hall: Science Library & Arboretum as the source.

Fellows should submit digitization requests through Primo, the Library's online catalog. If you have not already set up your Primo account, please review the instructions in Section IV or contact a reference librarian.

Before submitting a digitization request, check if the resources in question are freely available through your home institution or any of the following platforms:

- HathiTrust
- Internet Archive
- Google Books

Requesting materials that have not previously been digitized allows you to focus on publications that might not otherwise be available to support your research. If you need to consult The Linda

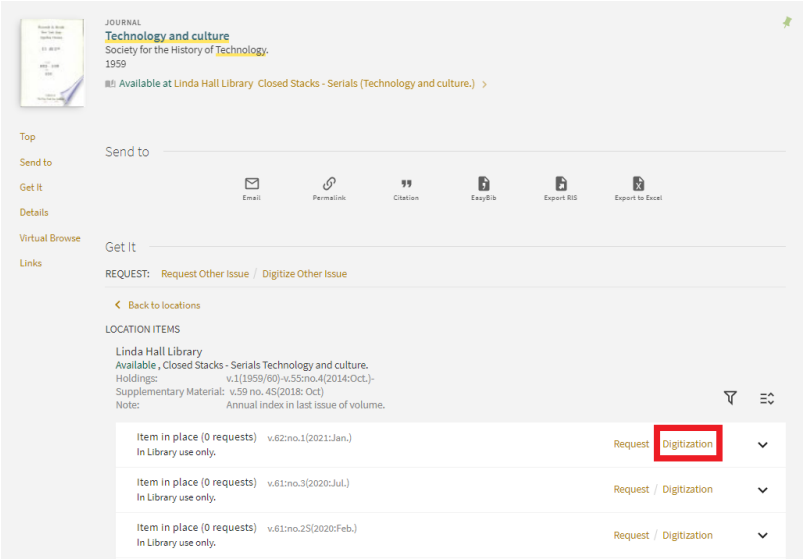
Hall's specific copy of an item, you may submit a request, but please provide an explanation in the notes section of the request form.

Requesting a Digital Copy of a Book Chapter or Journal Article

Materials published over 95 years ago or issued by the United States government are in the public domain and may be fully digitized. Due to copyright restrictions, the Library can only digitize a limited portion of books or journals that are not in the public domain.

Typically, you can request a chapter, article, or section of a copyrighted work. Please limit your total digitization request to 7 per week so our digitization staff can meet your needs in a timely manner. If you need assistance with making requests, please contact reference@lindahall.org.

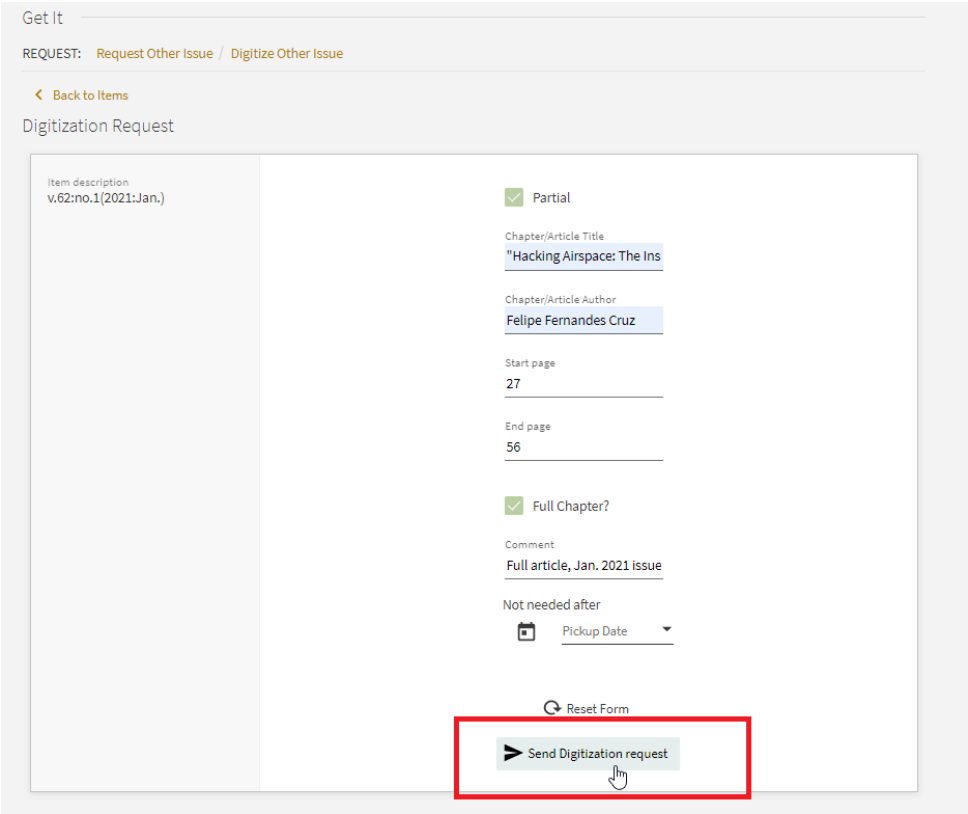
- While signed into Primo, search for a book or journal using the **Search Anything** box.
- Click on the book or journal's title to retrieve more information. If the material can be digitized, you will see **Digitization** under the **Get It** section. For journals, please try to select the correct issue and then select **Digitization**.



The catalog records for some journals do not contain a complete itemized list of the issues in our collection. If you cannot find the specific issue you want, please click on **Digitize Other Issue** under the **Get It** section and enter as much information about the issue as possible. At the bare minimum, you should enter the year and volume if available.

- Click on **Digitization** and the Digitization form will appear. Please provide as much information as possible about the section of the book you would like to digitize. If you know the title or page numbers associated with the article or chapter, be sure to include those details. Do not request multiple items in the **Comments** field. Those requests will not be filled.

- Click **Send Digitization Request**.



- After we have scanned your article or chapter, you will receive an email with a PDF attachment or a link to the digitized material.

Requesting a Digital Copy of an Entire Book or Journal Issue

To request a complete scan of a book or journal issue, follow the instructions above but uncheck the "Partial" box on the digitization request form. Please remember that only materials published 95 years ago or issued by the United States government are in the public domain and may be digitized in their entirety. If you need assistance with making requests, please contact reference@lindahall.org.

Note: Fellows are always welcome to email reference@lindahall.org to request the table of contents or index from any book or journal. These scans will not count against your weekly digitization quota and will be added to the item's catalog record to assist future researchers.

D. Interlibrary Loans

The Linda Hall's collections are extensive but not comprehensive. Scholars may occasionally discover resources that would be valuable for their research but are not available on site, either because they are out of scope or are not present in the stacks.

A courtesy card granting fellows access to dozens of local college libraries, including Miller Nichols Library at the University of Missouri-Kansas City, is available upon request. (See Section IX.) If no nearby libraries hold a title of interest, fellows may request materials from institutions around the world. Please consult with a member of the reference staff to submit a request for an interlibrary loan.

Along similar lines, if you have a recommendation for a book that should be permanently added to the collections, please inform the Fellowship Program Manager.

E. Postal Deliveries

Fellows who are in residence for more than one month may arrange for letters or packages to be sent to The Linda Hall. Please be sure to include "Fellowships" in your address to ensure that your mail is delivered in a timely fashion.

Example:

Your Name
The Linda Hall-Fellowships
5109 Cherry Street
Kansas City, MO 64110-2498

IX. Scholarly Resources in Kansas City

Visitors to The Linda Hall will find materials in its stacks related to nearly every branch of science and engineering. There are some subjects, however, that are outside of collecting scope, including clinical medicine, literature, economics, and fine arts. Fortunately, The Linda Hall fellows have access to several nearby institutions with collections that cover these topics.

A. Miller Nichols Library (University of Missouri-Kansas City)

800 E 51st Street
Kansas City, MO 64110
https://library.umkc.edu/mnl

The Linda Hall is surrounded by the campus of the University of Missouri-Kansas City (UMKC), one of the four schools that comprise the University of Missouri system. UMKC maintains the largest academic library system in the Kansas City metropolitan area.

Miller Nichols is UMKC's main library. It is located across the street from The Linda Hall and offers visitors access to monographs and serials covering a broad range of topics, as well as electronic databases such as JSTOR, Early English Books Online, and IEEE Xplore. It is also home to UMKC's LaBudde Special Collections, Marr Sound Archives, and the Richard L. Sutton, Jr. Geosciences Museum.

B. Clendening History of Medicine Library

3901 Rainbow Boulevard
Kansas City, KS 66160
https://www.kumc.edu/school-of-medicine/academics/departments/history-and-philosophy-of-medicine/library.html

In 1939, Dr. Logan Clendening, a professor of clinical medicine and proud alumnus of the University of Kansas, donated his personal collection of 6,000 history of medicine books to his alma mater. These materials formed the core of the Clendening History of Medicine Library, which is located on the campus of the University of Kansas Medical Center in Kansas City, Kansas. In addition to rare books and manuscripts, researchers at the Clendening Library have access to recent monographs and serials related to medical history and biomedical ethics.

C. Kansas City Public Library

Central Library: 14 W 10th Street, Kansas City, MO 64105
Plaza Branch: 4801 Main Street, Kansas City, MO 64112
https://www.kclibrary.org

The first public library in Kansas City opened in 1873. Since then, the city's library system has expanded to include ten branches. The Central Library is home to the Missouri Valley Special Collections, which document the history of the Kansas City region, with a particular focus on exploration, western expansion, the American Civil War, and both African American and Native American history. The Plaza Branch, whose Truman Forum Auditorium frequently hosts film screenings and other public programs, is located within walking distance of The Linda Hall.

D. Spencer Art Reference Library

4525 Oak Street
Kansas City, MO 64111
https://nelson-atkins.org/library/

Established to support the Nelson-Atkins Museum of Art's collecting activities, the Spencer Art Reference Library contains over 250,000 volumes related to the visual arts. Although its special collections focus on local artists and the institutional history of the Nelson-Atkins Museum, historians of the book may wish to examine the Karen Gould Teaching Collection of medieval leaves. The Spencer Art Reference Library also maintains subscriptions to online resources such as art encyclopedias, historic newspapers, and art sales databases.

E. National Archives at Kansas City

400 W Pershing Road
Kansas City, MO 64108
https://www.archives.gov/kansas-city

The National Archives and Records Administration (NARA) maintains a regional facility in Kansas City, which holds permanent records created by federal agencies and courts in Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota. Several of the organizations represented might be of interest to The Linda Hall research fellows, including the Bureau of Indian Affairs, Bureau of Public Roads, National Park Service, U.S. Geological Survey, U.S. Fish and Wildlife Service, and U.S. Bureau of Mines.

X. Housing

The Linda Hall does not offer housing to visiting scholars. Fellows without automobiles should try to find housing on a bus line or within easy walking distance to the Library. (See Section XI for further information about public transportation in Kansas City.) Depending upon the timing of one's fellowship, bicycling may also be an option.

A Note About the Weather

Kansas City is located in the middle of the United States, far from any large bodies of water that could moderate its weather. As a result, residents have grown accustomed to both hot, humid summers and cold, windy winters.

Average temperatures in Kansas City range from 24˚F (-4˚C) in the winter to 95˚F (35˚C) in the summer. Fellows planning to be in residence between November and March should prepare for the possibility of snow or ice storms, which could complicate their daily commute to the Library.

[Temperature statistics derived from Weather Spark (https://weatherspark.com/).]

A. Housing Options

Many recent fellows have found places to live using VRBO (https://www.vrbo.com/), Airbnb (https://www.airbnb.com/), and Cozy in KC (https://www.cozyinkc.com/). When considering housing options, seek out rentals that are located near the University of Missouri-Kansas City's main campus. Other neighborhoods within easy walking or biking distance of The Linda Hall include:

- Brookside
- Country Club Plaza and/or South Plaza
- Crestwood
- Westport

If you prefer to rent an apartment, here are some nearby options:

- 51 Main (5050 Main Street, South Plaza)
- Brookside 51 (5100 Oak Street, Brookside)
- Brookside Commons Apartments (6551 Rockhill Road, Brookside)
- FountainView on the Plaza (4800 Oak Street, Country Club Plaza)
- Westley on Broadway (4111 Broadway Boulevard, Westport)

B. Additional Resources

Extended Stay America (https://extendedstayamerica.com/) is a hotel chain that offers economy, extended-stay accommodations. Many suites including a bedroom and kitchen equipped with pots and pans. There are several locations in the Kansas City metropolitan area, including one at 4535 Main Street, approximately one mile from The Linda Hall.

CORT Furniture (https://www.cort.com/) is a company that rents out apartment furnishings. Their best rates are for a minimum three-month lease, but shorter options are also available. For further information contact sales manager Christine Dunkin via phone (913.888.0100) or email (Christin.Dunkin@cort.com).

UMKC Off-Campus Housing Marketplace (https://offcampushousing.umkc.edu/listing) is an online portal listing apartments for rent near the University of Missouri-Kansas City.

XI. Public Transportation

Kansas City's public transportation infrastructure is not as extensive as other American cities. Nevertheless, numerous bus lines may prove useful to fellows without access to a car. All public transit in the Kansas City Area is governed by the Kansas City Area Transportation Authority. For further information, including schedules and route maps, call 816.221.0660 or visit https://ridekc.org/.

A. Bus Routes (RideKC)

There are three main routes that run in close proximity to The Linda Hall: the Main Street Max, Troost Street Max, and the #55 Universities-Crossroads. Information about each of these routes appears below, along with information about the #129 bus linking downtown Kansas City to the KCI Airport.

Main Street Max (http://ridekc.org/routes/mainmax)

The Main Street Max begins at 3rd and Grand Street, proceeds south through the financial district, and then runs south along Main Street. There are two routes–one that makes a final stop in the Plaza area at 47th Street and J.C. Nichols Parkway, and one that continues south past the Plaza ending at 74th and Broadway. The second route is the route one must take to get to The Linda Hall. It runs every 20-25 minutes on weekdays and every 30 minutes on weekends. The correct bus will designate that it is the "Waldo/Brookside" route. The stop closest to The Linda Hall is located about a half block southeast from the intersection at 51st Street and Brookside. From there one walks about one block east to 51st and Oak Street. At this intersection, one will see a large stairway that leads to The Linda Hall.

Troost Street Max (http://ridekc.org/routes/troost_max)

The Troost Street Max begins at the intersection at 11th Street and Wyandotte in downtown Kansas City. It travels east through the financial district, south through the Hospital Hill area, turning onto Troost at 25th Street continuing south. The stop needed to get to The Linda Hall is located at 51st and Troost. The Library is about one quarter mile southwest of this stop. The route runs every 10-15 minutes on weekdays and every 30 minutes on weekends.

#55 Universities-Crossroads (http://ridekc.org/routes/55_55th_street)

Route #55 begins in downtown Kansas City at 3rd and Grand Street, proceeding through midtown Kansas City on Broadway and then Southwest Trafficway, eventually connecting with The Linda Hall at 50th and Oak. This bus runs once an hour from approximately 6:00 AM until approximately 8:00 PM on weekdays only.

#129 Boardwalk/KCI (http://ridekc.org/routes/129_boardwalk_kci)

Public transportation to and from the KCI International airport is provided by the #129 Boardwalk/KCI route. It begins at the main transit hub at 10th and Main Street and runs once an hour beginning at approximately 5AM. The last trip from downtown Kansas City to the airport is at approximately 10PM., and the last trip from KCI to downtown Kansas City is approximately 11 PM. Check schedules for exact times.

This route can be confusing because on weekdays only some buses go all the way to the airport. Make certain to check the schedule to ensure you are on the correct #129 route.

B. KC Streetcar

The KC Streetcar, which links UMKC and the Kansas City Current stadium, opened to the public in May 2016. The streetcar runs every 10-15 minutes, making over a dozen stops during its six-mile trip through the heart of Kansas City. Rides on the streetcar are free, and no tickets are required. The Linda Hall is closest to the UMKC stop, about a half mile away. Further information about the streetcar can be found at http://kcstreetcar.org/.

C. Resources for Cyclists

RevolveKC (https://www.revolvekc.org/) is an organization located within walking distance of the Library (5509 Troost Avenue) that buys and sells refurbished bicycles.

Ride KC Bikes (http://ridekcbike.com/) offers Kansas City residents access to a shared fleet of smart electric-assist bikes and electric scooters which can be picked up and dropped off at hubs throughout the city.

Mid-America Regional Council (http://www.marc.org/Environment/MetroGreen-Parks) oversees the MetroGreen/Parks initiative, which oversees walking and biking trails throughout the Kansas City region.

XII. Local Attractions

A. Museums

1. American Jazz Museum

1616 E 18th Street
Kansas City, MO 64108
https://americanjazzmuseum.org/

During the 1920s and 1930s, Kansas City was one of the great hotbeds of American jazz music. The clubs in the city's 18th and Vine district regularly hosted performers like Count Basie and Charlie Parker. The American Jazz Museum preserves the local and national history of jazz music and organizes public concerts, community events, and educational programs. The Museum is also home to the Blue Room Jazz Club, which hosts several live performances throughout the week.

2. Arabia Steamboat Museum

400 Grand Boulevard
Kansas City, MO 64106
https://www.1856.com/

In the fall of 1856, the steamboat *Arabia* was traveling along the Missouri River when it slammed into a fallen tree and sank along with 200 tons of cargo intended for general stores across the frontier. Eventually, the river changed course, and the *Arabia* was buried beneath a Kansas cornfield for over 150 years. In 1988, a team of amateur treasure hunters located the ship and excavated one of the largest caches of antebellum American artifacts ever encountered, including everything from clothing to carpenter's tools.

3. Kansas City Museum

3218 Gladstone Boulevard
Kansas City, MO 64123
https://kansascitymuseum.org/

Located inside Corinthian Hall, the former home of lumber baron Robert A. Long, the Kansas City Museum originally housed natural history exhibits, including dioramas and fossils. Today, the museum preserves, interprets, and celebrates the history of Kansas City and its citizens. The museum's collections contain more than 100,000 objects, including materials related to the city's garment industry, local aviation, and Midwestern medicine.

4. Kemper Museum of Contemporary Art

4420 Warwick Boulevard
Kansas City, MO 64111
https://www.kemperart.org/

Located a short distance away from the Nelson-Atkins Museum, the Kemper's collections focus on modern and contemporary art, including paintings, photographs, and sculptures from around the world. The museum organizes 10-12 special exhibitions annually in addition to hosting film screenings, workshops, and performances. After strolling through the museum's galleries, make sure to visit Café Sebastienne, one of the city's most popular lunch and dinner destinations.

5. National Museum of Toys and Miniatures

5235 Oak Street
Kansas City, MO 64112
https://toyandminiaturemuseum.org/

The National Museum of Toys and Miniatures opened on the edge of the UMKC campus in 1982. It is home to one of the nation's largest collections of fine-scale miniatures and antique toys.

6. National World War I Museum and Memorial

2 Memorial Drive
Kansas City, MO 64108
https://www.theworldwar.org/

Shortly after the conclusion of World War I, a group of Kansas City's civic leaders decided to create a monument to those who served during the conflict. Their fundraising efforts culminated in the 1926 dedication of the Liberty Memorial, a 217-foot (66 m) limestone tower. A museum dedicated to collecting artifacts and documents related to the Great War opened below the tower in 2006.

In addition to interactive galleries tracing the history of the war, the museum is also home to the Edward Jones Research Center, where scholars can make an appointment to examine archival material and three-dimensional objects in its collections.

7. Negro Leagues Baseball Museum

1616 E 18th Street
Kansas City, MO 64108
https://nlbm.com/

African Americans started playing baseball in the late 19th century. When racism kept Black players from joining professional teams, several Midwestern team owners met in Kansas City to establish the Negro National League. Prior to their dissolution in the early 1960s, the Negro Leagues were home to some of the greatest baseball players of all time, including Satchel Paige, Josh Gibson, and Jackie Robinson. The Negro Leagues Baseball Museum was established in 1990 to preserve the stories of these players and their impact on American society and culture.

8. Nelson-Atkins Museum of Art

4525 Oak Street
Kansas City, MO 64111
https://www.nelson-atkins.org/

Kansas City's largest art museum possesses extensive collections of European, Asian, and American art, including the largest publicly accessible group of paintings by local favorite Thomas Hart Benton. The Bloch Galleries, opened in 2017, showcase works by collection of Impressionists and Post-Impressionists, including Monet, Cézanne, and Van Gogh. The museum grounds are home to the Donald J. Hall Sculpture Park, featuring pieces by Alexander Calder, Henry Moore, and Claes Oldenburg's iconic *Shuttlecocks*. Admission to the museum is free except for traveling exhibitions hosted in the Bloch Building. The Rozelle Court Restaurant allows visitors to enjoy a meal in the elegant surroundings of a 15th-century Italian courtyard.

9. Truman Library

500 W U.S. Highway 24
Independence, MO 64050
https://www.trumanlibrary.org/

Harry S. Truman, the 33rd president of the United States, began his political career in Kansas City and spent most of his adult life in the nearby town of Independence. After leaving the White House, Truman spent several years overseeing the construction of a library and museum, which would make the papers and artifacts associated with his administration available to the public. Today the library is administered by the National Archives and Records Administration (NARA). Visitors can see a replica of the Oval Office as it appeared during the Truman administration, as well as a permanent exhibition highlighting key events of his presidency.

10. Union Station

30 W Pershing Road
Kansas City, MO 64108
https://www.unionstation.org/

In addition to serving as the departure point for trains to St. Louis and Chicago, this recently renovated Beaux-Arts edifice is home to an interactive science center, planetarium, and the KC Rail Experience—an exhibition exploring Kansas City's longstanding relationship with the railroad.

B. Parks

The Kansas City Parks and Recreation Department oversees 220 parks throughout the city. Here are a few of our favorites.

1. Loose Park

5200 Wornall Road
Kansas City, MO 64112
https://kcparks.org/places/loose-park/

Loose Park is one of Kansas City's most popular recreational destinations. It features multiple jogging paths, a playground, picnic shelters, and tennis courts. The Laura Conyers Smith Municipal Rose Garden contains 150 different floral varieties and is particularly lovely in the springtime.

2. Mill Creek Park

W 43rd Street and Broadway
Kansas City, MO 64111
https://kcparks.org/places/mill-creek-park/

Located next to Country Club Plaza, Mill Creek Park offers visitors access to a jogging path and exercise equipment. It is also the site of the J.C. Nichols Fountain, one of the city's best-known landmarks.

3. Swope Park

3999 Swope Parkway & E Meyer Boulevard
Kansas City, MO 64132
https://kcparks.org/places/swope-park/

Swope Park is the largest park in Kansas City, encompassing over 1,800 acres. In addition to hiking trails, soccer fields, and community gardens, it is also the home of the Kansas City Zoo (https://kansascityzoo.org/), the Lakeside Nature Center (https://lakesidenaturecenter.org/), and the Starlight Theatre (https://www.kcstarlight.com/).

C. Gyms and Health Clubs

1. City Gym KC
7416 Wornall Road
Kansas City, MO 64114
http://www.citygymkc.com/

2. MOJO Cycling Studio
4722 Broadway Boulevard, Suite 220
Kansas City, MO 64112
https://www.mojocyclingstudio.com/

3. Orangetheory Fitness
6236 Main Street
Kansas City, MO 64113
https://www.orangetheory.com/en-us/locations/missouri/kansas-city/6236-main-street/

4. Planet Fitness
1201 Emmanuel Cleaver II Boulevard
Kansas City, MO 64110
https://www.planetfitness.com/gyms/kansas-city-plaza-east-mo

5. YMCA of Greater Kansas City—Cleaver Family YMCA
7000 Troost Avenue
Kansas City, MO 64131
https://kansascityymca.org/locations/cleaver

D. Professional sports

Kansas City loves its sports teams, and local athletes have won numerous championships in recent years. Here are a few of the teams that you could follow during your fellowship. If you have any questions about sporting events in KC, please reach out to the Research and Scholarship team.

- Kansas City Royals (baseball)—Kauffman Stadium (1 Royal Way, Kansas City, MO 64129); https://www.mlb.com/royals
- Kansas City Chiefs (American football)—Arrowhead Stadium (1 Arrowhead Drive, Kansas City, MO 64129); https://www.chiefs.com/
- Sporting KC (soccer)—Children's Mercy Park (1 Sporting Way, Kansas City, KS 66111); https://www.sportingkc.com/
- Kansas City Monarchs (minor league baseball)—Legends Field (1800 Village West Parkway, Kansas City, KS, 66111); https://monarchsbaseball.com/
- Kansas City Comets (indoor soccer)—Cable Dahmer Arena (19100 E Valley View Parkway, Independence, MO 64055); https://www.kccomets.com/
- Kansas City Mavericks (ice hockey)—Cable Dahmer Arena (19100 E Valley View Parkway, Independence, MO 64055); https://kcmavericks.com/
- Kansas City Current (women's soccer)— Children's Mercy Park (1 Sporting Way, Kansas City, KS 66111); https://www.kansascitycurrent.com/

E. Monthly Events

First Fridays in the Crossroads

Crossroads Art District (roughly centered on Main Street between 16th and 20th Streets)
https://kccrossroads.org/first-fridays/

Kansas City has a thriving art scene. On the first Friday of every month, galleries and arts organizations in the city's Crossroads neighborhood open their doors to the public. In addition to art shows, there are also food trucks, sidewalk vendors, and concerts—more than enough activities to fill up an evening.

First Weekends in the West Bottoms

West Bottoms Entertainment District (roughly centered around 12th and Hickory Streets)
https://www.westbottoms.com/

The West Bottoms business district, located near the confluence of the Kansas and Missouri Rivers, was once home to the Kansas City Livestock Exchange and Stockyards. Today, the area's industrial warehouses are home to one of America's largest antique markets. Head there anytime during the first weekend of the month to seek out vintage treasures and enjoy some of the area's numerous bars and restaurants.

XIII. Medical Facilities

A. Hospitals

1. Saint Luke's Hospital of Kansas City

4401 Wornall Road
Kansas City, MO 64111
816.932.2000
https://www.saintlukeshealthsystem.org/

2. University of Kansas Medical Center

3901 Rainbow Boulevard
Kansas City, KS 66160
913.588.5000
http://www.kumc.edu/

B. Pharmacies

1. CVS Pharmacy

5011 Main Street
Kansas City, MO
816.531.4699
(Open until 10:00 p.m.)
https://www.cvs.com/store-locator/cvs-pharmacy-address/5011+Main+Street-Kansas+City-MO-64112/storeid=8567

2. Walgreens Pharmacy

4630 Troost Avenue
Kansas City, MO 64110
816.931.8337
(Open until 6:00 p.m.)
https://www.walgreens.com/locator/walgreens-4630+troost+ave-kansas+city-mo-64110/id=4211?o=acs

C. Walk in Clinics

1. Neighborhood Walk-in and Family Care

5151 Troost Avenue
816.237.1616
Mon.-Fri. 8:30 a.m. to 5:00 p.m.
http://mymidwestphysician.com/location/neighborhood-walk-in-and-family-care

2. Concentra

200 Southwest Boulevard
Kansas City, MO 64108
816.842.1146
Mon.-Fri. 8:00 a.m. to 5:00 p.m.
https://www.concentra.com/urgent-care-centers

3. Minute Clinic

CVS Pharmacy
5170 Roe Boulevard
Roeland Park, KS 66205
Mon.-Fri. 8:30 a.m. to 7:30 p.m.; Sat. 9:00 a.m. to 5:30 p.m.; Sun. 10:00 a.m. to 5:30 p.m.
http://www.minuteclinic.com/KS/Kansas-City/Roeland-Park.aspx

4. Encompass Medical Group Urgent Care

373 W 101st Terrace
Kansas City, MO 64114
816.942.8200
After hours and weekend care
http://www.encompassmed.com/urgentcare.shtml

XIV. Grocery Stores

1. Aldi

7511 Wornall Road
Kansas City, MO 64114
https://www.aldi.us/

2. Cosentino's Market in Brookside

14 W 62 Terrace
Kansas City, MO 64113
https://www.cosentinosmarket.com/stores/cosentinos-market-in-brookside

3. Hen House Market

2724 W 53rd Street
Fairway, KS 66205
https://www.henhouse.com

4. Hy-Vee

7620 State Line Road
Prairie Village, KS 66208
https://www.hy-vee.com/

5. Marsh's Sun Fresh

4001 Mill Street
Kansas City, MO 64111
https://www.mysunfresh.com/

6. Nature's Own Health Food Market

1020 Westport Road
Kansas City, MO 64111
http://www.naturalfoodretailers.net/members/natures-own-health-market

7. Price Chopper

6327 Brookside Plaza
Kansas City, MO 64113
http://www.cosentinos.com/

8. Trader Joe's

8600 Ward Parkway
Kansas City, MO 64114
https://www.traderjoes.com/

9. Whole Foods Market

301 E 51st Street
Kansas City, MO 64112
https://www.wholefoodsmarket.com/stores/kansascity

XV. Dining Options

A. UMKC Campus

The University of Missouri-Kansas City offers several food service options in its Student Union (5100 Cherry Street), which is located a block away from The Linda Hall. Additional restaurants and cafés can be found scattered across the UMKC campus.

Note: Many campus dining options are closed during the summer.

***UMKC Student Union* (5115 Oak Street, Kansas City, MO)**

- Chick-fil-A— Fast-food restaurant known for chicken sandwiches.
- Starbucks Coffee—Coffeeshop and bakery

Other Campus Dining Options

- Einstein Bros. Bagels (Royall Hall, 800 E 52nd Street): Bagels, sandwiches, soups, and baked goods
- Robot Café (Miller Nichols Library, 801 E 51st Street): Coffeeshop offering sandwiches and salads.
- Smart Market (Oak Street Residence Hall, 5030 Cherry Street): Freshly prepared salads, sandwiches, and snacks
- UMKC Café (Atterbury Student Success Center, 5000 Holmes Street): Starbucks coffee and freshly prepared salads, sandwiches, and baked goods
- UMKC Dining Hall (Atterbury Student Success Center, 5000 Holmes Street): Cafeteria style dining.

For further information about any of the dining options listed above, please visit http://www.umkc.edu/foodservice.

You may also wish to consult a campus map:
http://www.umkc.edu/maps/documents/volker_maps/UMKC_Volker_campus.pdf

B. 51st and Oak Street

Those seeking a bit more dining variety within easy walking distance will find several restaurants a few blocks west of the library.

- Crows Coffee (304 E 51st Street; http://www.crowscoffee.com/): Independent coffeeshop offering freshly made pastries
- Kin Lin (314 E 51st Street; https://www.kinlinkcmo.com/): Chinese restaurant with an extensive menu
- Pizza 51 (5060 Oak Street; http://www.pizza51.com/): Pizzeria located in a refurbished gas station
- Whole Foods Market (301 E 51st Street; https://www.wholefoodsmarket.com/): Upscale supermarket that sells a wide range of prepared foods

C. Main Street (South Plaza)

Fellows who are willing to walk or drive approximately half a mile west of the library to Main Street will be rewarded with an even broader array of restaurant options.

- Andre's Confiserie Suisse (5018 Main Street; https://andreschocolates.com/pages/dining-at-andres): Confectioner that also serves gourmet meals in an authentic Swiss tearoom
- Banksia (4800 Main Street, Suite 103): Australian-inspired café and bakehouse
- Chipotle Mexican Grill (4851 Main Street; https://www.chipotle.com): Fast-casual Mexican restaurant specializing in tacos and burritos
- eggtc. (5107 Main Street; http://eggtc-kc.com/home.aspx): Breakfast and lunch served all day
- Minsky's Pizza (5105 Main Street; http://minskys.com/south-plaza/): Popular local pizza destination that serves classic and gluten-free pies
- The Mixx (4855 Main Street; http://www.mixxingitup.com/): Salads, sandwiches, and wraps made to order
- Nékter Juice Bar (4800 Main St.; https://locations.nekterjuicebar.com/ll/us/mo/kansas-city/4800-main-suite-104/): Juice bar offering specialty drinks, smoothies, and acai bowls
- Osteria Il Centro (5101 Main Street; http://osteria-ilcentro.com): Upscale Italian restaurant with an impressive wine list
- The Peanut (5000 Main Street; http://www.peanutkc.com): Bar and grill known for its buffalo wings and burgers
- Planet Sub (4928 Main Street; http://www.planetsub.com): Local fast-food chain specializing in made-to-order sandwiches
- Prime Sushi (4980 Main Street; http://primesushikc.com/): Japanese restaurant featuring sushi lunch specials and bento boxes
- Stock Hill (4800 Main Street; https://www.stockhillkc.com/): Classic Kansas City steakhouse with a modern twist
- Third Street Social (5031 Main Street; https://www.thirdstreetsocial.com/): American-style restaurant with an extensive menu

D. Crestwood

The Crestwood neighborhood, located to the south of the UMKC campus, is home to one of Kansas City's oldest shopping centers and several excellent restaurants. (https://www.crestwoodshops.com/)

- Aixois French Bistro (251 E 55th Street; http://aixois.com/): Classic French restaurant and coffee bar
- Bacaro Primo (323 E 55th Street; https://bacaroprimo.com/): Italian restaurant serving antipasti, pizza, and pasta
- Earl's Premier (651 E 59th Street; https://earlspremier.com/): American restaurant specializing in seafood dishes

E. Further Afield

As the recommendations above illustrate, there are a wide variety of dining options within a short walk or drive from The Linda Hall. Those eager to broaden their culinary horizons are encouraged to visit the following neighborhoods:

- Brookside (http://www.brooksidekc.org/bba/food-restaurant-merchants): Neighborhood south of the Library with grocery stores, restaurants, and specialty shops.
- Country Club Plaza (https://www.countryclubplaza.com/dining/directory): One of the first shopping centers designed to accommodate shoppers arriving by automobile.
- Crossroads (https://kccrossroads.org): The art district of Kansas City that boasts shops, restaurants, and breweries, as well as art galleries.
- Power and Light District (http://www.powerandlightdistrict.com/eat-and-drink): An entertainment district located in downtown Kansas City.
- River Market (http://kcrivermarket.com/): The site of the city's largest farmer's market and a variety of restaurants.
- Waldo (https://www.waldokc.org/business-categories/food-and-drink/): Up-and-coming neighborhood featuring many restaurants, brew pubs, and coffee shops.
- Westport (https://westportkcmo.com/businesses/eats/): Oldest neighborhood in Kansas City, known for its restaurants and vibrant nightlife.
- 39th Street (http://www.kcfoodguys.com/39th-street/): Extended stretch of 39th Street (between Summit Street and Rainbow Boulevard) with an impressive array of restaurants, including everything from Caribbean cuisine to a vegan coffeehouse.

F. Barbecue

For many people, Kansas City is synonymous with barbecue. Unlike other regional variants, which emphasize the preparation of pork (Carolina-style) or beef (Texas-style), Kansas City's pitmasters are equally comfortable serving up any type of protein. These meats are cooked for hours over indirect heat and served with a thick, ketchup-based sauce, along with French fries, cole slaw, or baked beans.

Despite these overall similarities, diners will still encounter a great deal of variety while visiting Kansas City's many barbecue restaurants. The Linda Hall is reluctant to endorse any one venue as truly representative of the region's best-known culinary tradition. Instead, we recommend that fellows sample several of the entries listed below and decide their favorite for themselves.

(One final piece of advice: Be sure to sample some "burnt ends"—a local delicacy made from the fatty and flavorful "point" end of a smoked brisket!)

- Arthur Bryant's (1727 Brooklyn Avenue; https://www.arthurbryantsbbq.com/)
- BB's Lawnside BBQ (1205 E 85th Street; https://bbslawnsidebbq.com/)
- Gates Bar-B-Q (1325 Emmanuel Cleaver II Boulevard; https://gatesbbq.com/)
- Fiorella's Jack Stack Barbecue (4747 Wyandotte Street; https://www.jackstackbbq.com/)
- Joe's Kansas City Bar-B-Que (3002 W 47th Street, Kansas City, KS; https://www.joeskc.com/)
- LC's Bar-BQ (5800 Blue Parkway; http://www.lcsbarbq.com/)
- Slap's BBQ (553 Central Avenue, Kansas City, KS; https://slapsbbqkc.com/)
- Q39 (1000 W 39th Street; https://q39kc.com/)
- Woodyard Bar-B-Que (3001 Merriam Ln., Kansas City, KS; http://www.woodyardbbq.com/)

Appendix 1: Research Misconduct Policy

Linda Hall Library Research Misconduct Policy

The Linda Hall Library (hereafter known as LHL) is an independent research library dedicated to supporting and promoting scholarship in the sciences, humanities, and engineering disciplines. The LHL, its staff, and the scholars who use its collections are committed to promoting and upholding the highest standards of scholarly ethics and honesty. The LHL also recognizes its responsibility as a 501(c)(3) nonprofit to properly use funds provided to it by individuals, foundations, corporations, and federal institutions. The LHL recognizes that any violation of the universally accepted standards of research undermines its scholarly community and the values that support intellectual inquiry.

A finding of research misconduct requires that there be significant departure from accepted practices of the relevant research community (i.e., the humanities, social sciences, or natural and engineering sciences). The LHL defines research misconduct as intentional, knowing, or reckless fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results. Research misconduct does not include differences of opinion or honest error.

Allegations of misconduct in research are a serious matter. Regardless of the sources of funding that supports a fellow or visiting scholar's research at the LHL, any allegation of research misconduct will be reported to the President of the LHL and reviewed by an internal committee (hereafter known as Committee) consisting of the Chief Financial Officer, the Vice President for Research and Scholarship, and the Vice President for Collections and Public Services. Upon conducting an initial investigation, the Committee will report its findings to the President, and if there is a preliminary finding that the allegations against the scholar are of substance, the LHL will promptly communicate this determination to the individual scholar and give him/her the opportunity to respond. The allegations will be treated confidentially to the extent practicable to reach an effective resolution.

If the researcher's response does not satisfy the Committee's concerns regarding its findings, the allegations and the preliminary and any subsequent findings of the Committee will be reported to that scholar's home institution (if affiliated with an institution) and/or the relevant funding agency. The policies of those external institutions and agencies will then determine the ensuing procedures of investigation and adjudication. The LHL will cooperate with the relevant external institutions to the extent its resources permit and reserves the right to take such interim or further action with regard to the scholar under investigation as it deems necessary to protect its intellectual integrity and reputation.

In the event that allegations are brought against an independent scholar and are judged by the Committee to be substantive, the LHL reserves the right to pursue further investigations and such action with regard to the scholar as it deems appropriate to protect the intellectual reputation and integrity of the LHL. Should allegations be brought against a member of the LHL's own staff and found to be substantive by the Committee (with an appropriate substitution, if it involves a

member who would normally serve on the Committee), the LHL reserves the right to take appropriate steps as outlined in its Staff Handbook.

Having reported its findings to the relevant institution, the LHL shall await the results of any investigation conducted by that external institution. If, after reviewing the findings of the external institution, the Committee concludes that misconduct occurred, the Committee shall recommend an action to be taken by the President of the LHL. Such action could result in the LHL attempting to reclaim spent funds and removing its name from any further publication that involves the misconduct. The LHL also reserves the right to take additional steps, including but not limited to a letter of reprimand, public apology, and/or suspension of stipend and other forms of LHL recognition and support.

Acknowledgement of Receipt and Acceptance of Linda Hall Library Research Misconduct Policy

I, _____, have received, have read, and understand the "Linda Hall Library Research Misconduct Policy."

Signature _____

Date _____

Appendix 2: Exit Questionnaire

Name:
Dates of Your Fellowship:
Research Topic:

Part I: The Fellowship Experience

Directions: Answer the following questions about your The Linda Hall fellowship.
Please explain your rankings in the comment section below each question.

1. The Linda Hall Library's resources met my research needs.

_____ Strongly Disagree _____ Disagree _____ Agree _____ Strongly Agree

Comments:

---

2. This research fellowship made a substantive contribution to my scholarship.

_____ Strongly Disagree _____ Disagree _____ Agree _____ Strongly Agree

Comments:

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3. The Linda Hall Library has strong collections in my research area.
(Please list any suggestions for additional acquisitions in the comments.)

_____ Strongly Disagree _____ Disagree _____ Agree _____ Strongly Agree

Comments:

4. The Linda Hall's facilities and services met my needs.
(Please list any ways that we could improve our facilities and services in the comments.)

_____ Strongly Disagree _____ Disagree _____ Agree _____ Strongly Agree

Comments:

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5. The Linda Hall's staff were helpful and supportive throughout my fellowship.
(Please list any additional ways that our staff could improve or enhance your research experience in the comments.)

_____ Strongly Disagree _____ Disagree _____ Agree _____ Strongly Agree

Comments:

---

6. There were opportunities for intellectual exchange with other scholars during my fellowship.

_____ Strongly Disagree _____ Disagree _____ Agree _____ Strongly Agree

Comments:

---

7. The amount of fellowship funding was sufficient to meet my living expenses.

_____ Strongly Disagree _____ Disagree _____ Agree _____ Strongly Agree

Comments:

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8. How did you learn about The Linda Hall's fellowship program?

9. Where else should the Library announce its fellowships to reach potential candidates?

Part II: Research Report

Directions: Write a brief (1-2 page) summary of the work you did during your The Linda Hall fellowship. Please provide specific examples that demonstrate how your research project benefitted from the Library's collections, staff, and facilities.

Appendix 3: Fellowship Milestones

_____ **Before the start of the academic year:**

- Submit signed copies of your offer letter, tax paperwork, and research misconduct policy
- Complete your Fellowship Information Sheet and forward it to the Fellowship Program Manager (bettasso@lindahall.org) along with a headshot for The Linda Hall's Current Fellows website.

_____ **One month before your fellowship begins:**

- Email the Fellowship Program Manager to confirm your schedule.

_____ **Two weeks before your fellowship begins:**

You will receive an email from Fellowship Program Manager to confirm some logistical details, as well as a message from our reference staff asking you to authenticate your patron account

Residential fellows:

- Confirm your fellowship start date.
- If you are driving, provide information about your car (make, model, license plate) to avoid being towed when you park.
- Choose how you want to sign into your patron account (social media or email).
- Once your patron account is active: Log into the online catalog (Primo) and request materials from the closed stacks that you would like to consult during the first week of your fellowship.

Virtual fellows:

- Confirm your fellowship start date.
- Choose how you want to sign into your patron account (social media or email).
- Once your patron account is active: Review the digitization guidelines, log into the online catalog (Primo) and request scans that you would like to consult during the first week of your fellowship.

_____ **During your fellowship:**

Residential fellows:

- Sign in at the Reference Desk upon arrival at the library.
- Pick up a security badge from the Fellowship Program Manager.
- If you plan to consult rare books, email the Fellowship Program Manager (bettassot@lindahall.org) to reserve a table in our History of Science Reading Room.
- Attend the Library's monthly Works-in-Progress Seminar and social events (schedule permitting).

Virtual fellows:

- Email the Fellowship Program Manager (bettassot@lindahall.org) to confirm day(s) and time(s) when you would be available for check-in meetings.
- Attend the monthly Works-in-Progress Seminar and online social events (scheduling permitting).

_____ **At the end of your fellowship** :

- Complete the library's Exit Questionnaire and a brief (1-2 pg.) research summary so that you can receive your final stipend payment.