



Cuban Heritage Collection

Fellowship Guidelines

2017-2018

The following guidelines are designed to inform current and prospective CHC Fellows about our fellowship program. Individuals who have been awarded a fellowship must review these guidelines before scheduling their fellowship.

If you have any questions or concerns that are not addressed within, please contact Annie Sansone at 305-284-4008 or a.sansone@miami.edu.

Cuban Heritage Collection
University of Miami Libraries
1300 Memorial Drive
Coral Gables, Florida 33146
305-284-4900 | 305-284-4901 fax | chc@miami.edu
<http://library.miami.edu/chc/>

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ACCEPTANCE OF AWARD

1. **Acceptance Form:** Fellows must accept or decline the fellowship award no later than 15 calendar days from the date of notification of the award. Fellows will use the **Acceptance Form** to accept a fellowship and to indicate the exact dates (month and year) of your fellowship term.
2. **Photo Identification:** Photo identification is required to establish identity and residency status. Fellows will be asked to submit a scanned copy of your passport, Green Card, and/or F-1 visa as applicable with the **Acceptance Form** and to present a passport or driver's license upon arrival at the Cuban Heritage Collection.

BEFORE YOU ARRIVE

1. **Residency Requirement:** Fellows will be in residence for the duration of their fellowship period. You are expected to be working in the Cuban Heritage Collection full time throughout the tenure of your fellowship without major interruptions. You will have access to the holdings of the Otto G. Richter Library and are welcome to spend any spare time in the Library supplementing your primary work in CHC. If you cannot stay at the Library for the entire period of your fellowship, your stipend will be pro-rated accordingly.
2. **Scheduling the Fellowship Period:** Pre-Prospectus Fellows must complete their fellowships between June 1 and August 31 of the award year. Research Fellows will take residence between June 1 of the year the applicant has applied and March 31 of the following calendar year. Fellowship dates must be consecutive. A month is defined as a 30-day period and does not have to coincide with the beginning and ending of a calendar month.

Fellows will use the **Acceptance Form** to accept a fellowship and to indicate the exact dates (month and year) of your fellowship term.

3. **Finances:** Fellows will receive their awarded stipends at the end of each month of their fellowship period. As a result, we recommend that Fellows arrive with enough funds for their entire visit to guarantee a stress-free residency.

Before you arrive, please complete a [W9](#) form and return to us via postal mail or via email as a PDF attachment. There is no direct deposit option for award stipends. Please include on your W9 form the address to which the University should mail your check(s).

4. **Biographical Information:** Please send a brief paragraph about yourself to chc@miami.edu to be used for community and website announcements.
5. **Housing and Accommodations in Miami:** Please visit the University of Miami's [Off-Campus](#)

[Housing](#) website for accommodation options. You can also contact Off-Campus Housing Coordinator Nora Villegas for assistance at 305-284-4505 or nsvillegas@miami.edu.

6. **Orientation and Research Interview:** A week before your arrival, we will contact you to set up dates for two meetings: a general orientation meeting to go over the logistics of the fellowship, and a meeting with a faculty librarian for a research interview. Please bring a passport or driver's license to your orientation meeting.

7. **Pre-Registration and Research Assistance:** New researchers are required to create a Research Account by [registering through Aeon](#), our web-based patron and requests management system. Once you are registered, you will be able to access your Research Account online to manage your personal information and submit and keep track of requests for CHC materials for your research.

DURING YOUR FELLOWSHIP

1. **Location:** The Cuban Heritage Collection is located in the Roberto C. Goizueta Pavilion on the second floor of the Otto G. Richter Library on the University of Miami's Coral Gables campus. The Library's street address is 1300 Memorial Drive, Coral Gables, FL 33146.
2. **Hours of Operation:** The CHC Reading Room is open for research on Monday, Tuesday, Thursday and Friday from 9:00 a.m. to 4:00 p.m., and Wednesday 9:00 a.m. to 7:00 p.m. except on holidays or University of Miami recess days. You will have access to the holdings of the Otto G. Richter Library during your fellowship and should familiarize yourself with the [building's hours](#).
3. **Reading Room Regulations:** Please refer to the "[Plan Your Visit](#)" page of the Collection's website for reading room guidelines and regulations for handling CHC materials.
4. **Library Access:** All CHC Fellows will be issued a temporary University of Miami ID or "Cane Card". This will allow entry into Richter Library during normal operating hours. Cane Cards will also grant access to the Library's Graduate Study Room for all Fellows. While in residence, all Fellows will be granted Library borrowing privileges for the duration of the fellowship tenure.
5. **Office Space:** Research Fellows will be assigned cubicles on a first-come, first-served basis. If there is a cubicle available when you arrive, you will receive keys at your orientation meeting. If there is no cubicle available, you will have access to the common area of the Faculty Reading Room for quiet study.
6. **Computer Access and Wireless Connection:** We encourage Fellows to bring a laptop for their residency. The University of Miami provides wireless internet access. Three PCs are also available in the Reading Room.
7. **Photocopying and Digital Cameras:** Digital photography is permitted only for research purposes at no cost, and the resulting images cannot be transferred to others, further reproduced, published, or displayed without the express written permission of the rights holder. Flash or external lights are not allowed. Handheld or other scanners that come into direct contact with materials are not permitted. We encourage Fellows to bring a digital camera for their residency.

Please refer to the [Request for Photocopies](#) form for CHC's regulations for photocopying materials. Photocopies or low-resolution PDF scans are available for 20 ¢ per page in black and white and in color for \$1.00 per page. For more information on these options please see the "[Photocopies & Digital Reproductions](#)" page of our website.

8. **Fellows Colloquia:** Fellows will be asked to participate in informal discussions at which they will meet Library and University faculty and staff and other Fellows and present their projects.

Colloquia will be scheduled as Fellows arrive.

9. **Dining Options:** Fellows are welcome to use the CHC staff kitchenette, which is equipped with a refrigerator and microwave. There are also a variety of [on-campus dining options](#), including a Starbucks on the first floor of Richter Library and a Subway at the Law School near the Library.

10. **Herbert Wellness Center:** with a letter of introduction provided by the Collection, Fellows may purchase a temporary membership with the University's [Wellness Center](#). Fellows will be responsible for membership fees.

AT THE END OF YOUR FELLOWSHIP

1. **Return Your Office Key:** If you were assigned a cubicle during your fellowship period, please return your keys to Annie Sansone or CHC's Reading Room staff before your departure. Please also remove all your belongings from your fellowship office.
2. **Notify Reading Room Staff:** Fellows should notify CHC's Reading Room staff when their residency is ending so that any materials on hold can be re-shelved.
3. **Exit Interviews:** Fellows will be interviewed before the end of their fellowship period about their projects and experiences at CHC. Interviews will be video-recorded, and Fellows will be asked to sign releases to allow us to publish clips online.
4. **Research Report:** All Fellows will provide a two-page summary report on the progress of their research during the fellowship. The report should discuss the CHC materials that were consulted during the visit, findings, and plans for presenting or publishing research. The report should be emailed to Mei Méndez, Interim CHC Chair (meimendez@miami.edu) no later than one month after the end of your fellowship. Reports will be published on the CHC website and may be shared with relevant staff, award sponsors, and in promotional materials.
5. **Acknowledging the Cuban Heritage Collection:** We ask that you acknowledge your fellowship in any publications (e.g., dissertations, books, or articles) resulting from the research you conduct at the Cuban Heritage Collection.
6. **Copy of Your Publication(s):** All Fellows are asked to submit to the Cuban Heritage Collection as soon as they are available a copy of their dissertation or any publication resulting from research conducted during their fellowship, no matter how long after the grant completion the publication may appear. Electronic files can be sent to chc@miami.edu or hardcopies mailed to:
Annie Sansone
Cuban Heritage Collection
University of Miami Libraries
PO Box 248214
Coral Gables, FL 33124-0320

TRANSPORTATION AND PARKING

1. **On-Campus Parking:** Temporary day parking passes are available for purchase in selected campus lots. Metered parking is also available across campus and is enforced Monday to Saturday, 8:00 a.m. to 6:00 p.m. Additional information is available [online](#). For fellows in residence during the University's summer sessions, a discounted monthly parking permit is available. Please inquire with Annie Sansone when you arrive for your fellowship.
2. **Hurry 'Canes Shuttle:** The University of Miami operates the [Hurry 'Cane Shuttle](#) during fall and spring semesters and offers limited service during the summer. The Shuttle fleet is equipped with state of the art wheelchair accessible buses, and is available free of charge to all UM students, faculty, staff, and visitors. The Hurry 'Cane Shuttle facilitates use of perimeter parking lots and provides a convenient means of traversing campus without using a personal vehicle.
3. **Miami-Dade Public Transportation:** The University of Miami Coral Gables campus is easily accessible from the [Metrorail University Station](#) on Ponce de Leon, which is a stop on the Hurry 'Canes Shuttle route. It is served by Metrobus routes 48, 56, and Midnight Owl (500). Please visit the [Miami-Dade Transit](#) website for information, routes, and schedules for all public transport options available in Miami.
4. **Taxi Services:** Below are some of the most popular taxis services used in the area. For more options just search online for Miami-Dade or Coral Gables taxi service.

Yellow Cabs – (305) 444-4444

Super Yellow Cabs – (305) 888-7777

Miami-Dade Taxi – (305) 551-1111

Sunshine Cabs – (305) 445-3333

Central Cabs (305) 532-5555

App-based services Uber and Lyft are also available in this area.

SAFETY AND SECURITY SERVICES

As a precaution, all University of Miami visitors, students and employees are strongly encouraged to take advantage of the safety and security services available on campus.

1. **The University of Miami Police Department (UMPD): (305) 284-6666**

The UMPD is a professional law enforcement agency, manned with State of Florida Certified Police Officers sworn and empowered through the City of Coral Gables. UM Police Officers patrol campus, respond to emergency and non-emergency calls for service, enforce laws (including traffic), conduct criminal investigations, and carry out other law enforcement related activities. For more information please visit [UMPD Homepage](#).

2. **Security and Emergency Blue Light Phones:** There are 107 Blue Light Telephones strategically located throughout the Coral Gables campus. Phones can be used to directly contact UM Police during emergencies and to request services. Every single phone in the system is inspected bi-monthly to assure functionality. A [map](#) and [listing](#) of all Blue Light Phone locations are available online.

3. **Safety Escorts:** A [Safety Escort](#) may be requested by calling the UM Police Department from any campus phone by dialing 8-6666, from any cell phone to (305) 284-6666, from any Blue Light Phone, or just by asking any of the Student Patrol Officers (SSPO), Police Officers or Uniformed Security Officers you see on campus.

4. **Hurricane Season:** Because hurricane season runs from June 1 through November 30, we strongly encourage all visiting Fellows to read through the University's [Hurricane Preparedness](#) site and [Weathering the Storm](#) guide.

HELPFUL LINKS

Listed below are links with information that will be useful for your visit to the Cuban Heritage Collection and the University of Miami.

- [Plan Your Visit](#): includes information for creating your Research Account and Reading Room guidelines.
- [Research Tips](#): additional information to help you prepare for conducting research at the Cuban Heritage Collection or any special collections repository.
- [Cuban Heritage Collection](#)
- [University of Miami Libraries](#)
- [University of Miami Libraries Visitor Information](#)
- [University of Miami](#)
- [University of Miami Visitor Information](#)
- [UM Campus Map](#)