

Humanities Faculty Services

Barker Center 119, 495-0340 (8 a.m. – 6 p.m.)
Boylston Hall Mezzanine, 495-0510 (8:30 a.m. – 5:30 p.m., closed for lunch)
hfs@fas.harvard.edu

Two Humanities Faculty Services (HFS) centers are now open and available to provide services. One is located in Boylston Hall, on the mezzanine level and the other is located in Barker Center Room 119. Each HFS center will provide services for Humanities faculty members including photocopying, library courier runs, package mailing services, document shredding, and letters of reference support services. The FAS Dean and the President will fund the centers and all services, with the exception of postage, will be provided without charge. Assistant, associate, and full professors and professors-of-the-practice may use these services, but they will need a user ID number that may be obtained from HFS.

Photocopying

The HFS centers will provide last minute and emergency photocopying services as well as provide back-up or overflow copying for departments when their photocopiers are out-of-order or at capacity use. Photocopy equipment at the HFS will be networked photocopiers. Faculty may send materials to be copied directly to the copiers using on-campus computers that are on the FAS network or they may bring flat or bound originals to the HFS. To use the network system, software must be installed on your computer. The installation can be performed by HFS staff or instructors may download the software themselves from a website. The HFS centers will not handle course packet production; this will continue to be managed by the departments. Rather, the HFS will provide swift services for other course-related materials and emergency copying needs. HFS will follow Harvard's copyright procedures.

Library Courier

The HFS centers will provide library courier service for Humanities faculty members. Faculty may call or e-mail their closest HFS, provide the number and location of the books they wish to return and a courier will pick-up the books and return them to the appropriate Harvard College library.

In the near future, the HFS centers will provide book checkout services from Widener Library.

Letters of Reference Support

The HFS centers will provide a secure address to which faculty members may send letters of reference they have prepared for students and the addresses to which the letters need to be sent. The letters will be addressed, printed on the faculty members' stationery, and delivered to faculty members' offices for signature.

Package Service

The HFS couriers will carry packages weighing one pound or more to the nearest post office or send them via FedEx. Faculty members' departments will be charged for the cost of shipping. This service is not to be used for the mailing of personal items.

Document Shredding

A document shredder is located in the Barker Center HFS office. Documents may either be dropped off at HFS or materials can be retrieved from your office. Materials to be shredded must be personally handed to the staff and cannot left in a drop box.