

## Scheduling a Class

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**Special Collections**

spc@colorado.edu  
303-492-6144 (ph)  
303-492-1881 (fx)  
Norlin, Room N345

- Home
- Hours
- Map
- Staff

**Other Information:**

- Rules for using the Collection
- Scheduling a Class Visit
- Information for Visitors
- Class Materials
- Rocky Mountain Online Archive (RMOA)

**Collections:**

- Manuscript Collections
- Art Collections
- Children's Books
- Fine and Small Presses
- General
- Medieval and Early Modern Manuscripts
- Mountaineering
- Other Collections A-L
- Other Collections M-Z
- Photobooks / Photographs
- Publishers' Bindings
- Spanish Collections
- Women Poets of the Romantic Period

Chat is offline.

**Scheduling a class visit**

- The Department encourages use of its collections by undergraduate and graduate students as well as by local primary and secondary school students.
- Please contact Special Collections to arrange a class visit as early as possible, preferably before the semester begins. Our schedule fills quickly, particularly during the Fall and Spring semesters. Once the schedule is full, we can no longer accept new classes.
- Class visits are generally scheduled for Tuesday - Friday. Only a limited number of evening times are available.
- Instructors who would like to use the Department for course integrated instruction (two or more visits) should contact the Department well in advance of the beginning of the semester to make the necessary arrangements and reserve dates.
- Please contact Special Collections staff to arrange a time for your visit:



Kris McCusker  
Kris.McCusker@colorado.edu  
303-735-0775

You will be asked for preferred dates and times, your course number (if it's a UCB class), the approximate number of students in the class, a copy of your syllabus (when it's available), as well as a copy of any worksheet or assignment given to the students.

- Instructors have the option of choosing materials and conducting the session themselves or of having one of the Special Collections staff select materials (in consultation with you) and conduct the session.
- Instructors are required to attend the Special Collections session together with their students.
- Because the Special Collections reading room is small, it is difficult for us to accommodate classes larger than 35. Larger classes may be divided and separate sessions scheduled.
- Students will be asked to leave their backpacks and bags just inside the door. We request that no food or drink (including gum) be brought into the reading room. Pencils rather than pens should be used while visiting.
- **SPECIAL NOTE FOR ELEMENTARY SCHOOL GROUPS:**  
We ask that elementary school groups be no larger than 12 students and that they be accompanied by enough adults to provide a 1:4 ratio. We recommend visits of no longer than 30 minutes. Students in grades 4 or above are welcome. Visits by younger groups require special permission from the Department Head.
- **SPECIAL NOTE FOR MIDDLE SCHOOL GROUPS:**  
We ask that middle school groups be no larger than 15 students and that they be accompanied by enough adults to provide approximately a 1:5 ratio. Visits of 30-45 minutes are recommended, depending on the group.

# Bring Your Class to



# Special Collections

Richard J. Daley Library  
University of Illinois at  
Chicago

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## Contact

For more information or to schedule a class in Special Collections, please contact the Special Collections Department at (312) 996-2742.

Special Collections web site:  
[library.uic.edu/home/collections/manuscripts-and-rare-books](http://library.uic.edu/home/collections/manuscripts-and-rare-books)

Illustrations in this brochure are from the Jane Addams Memorial Collection, Rare Book Collection, Jarecki Papers, Industrial Areas Foundation Records, Stern Papers, and the University Archives.

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**Related Resources**  
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## Curriculum Support

### Teaching with Primary Source Materials

Contact [Special Collections Instruction](#)

See also [Some Really Useful Sources for Oregon History: A Short List](#)

Our collections exist to be used. When students work directly with primary source materials, historic photographs, and documents that are old or unique, they discover an excitement and passion not generated by textbooks. Primary source documents can inspire, but they also teach about learning to verify sources, tracking down connections, finding evidence from content and from physical clues.

Our collections are open to everyone, not just those associated with the University of Oregon. While we do not have an age limit, we find that students in high school and above are able to apply research strategies most effectively. Please contact us beforehand if you would like to bring younger students.

While some of our materials are fragile, we also have many items that can be handled by students. All use is monitored by Special Collections and University Archives staff.

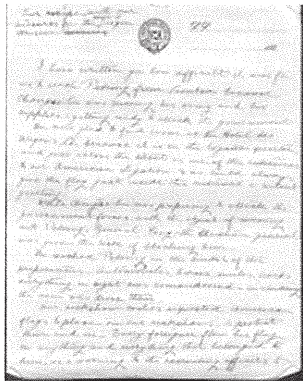
We have a classroom separate from the main Paulson Reading Room with state-of-the-art technology where our staff can present to your class on how to perform research using primary sources. We can assemble and present collections on specific subject areas for such presentation. For examples, please explore our web site, especially our [online exhibits](#) and our [subject guides](#). We have rich resources from the 19th and 20th centuries, many of which have not been explored. Your students could make important discoveries. If an instructor would prefer to do his/her own presentation with our materials, we can help you search for and choose appropriate items. Please keep in mind that our classroom is available only for classes that present Special Collections and University Archives materials.

*Example: The image at right shows the first page of a letter written by Gertrude Bass Warner in 1924. Founder of the UO art museum, Mrs. Warner traveled widely in Asia and actively promoted multiculturalism, helping to establish the Asian Studies program here at the University of Oregon. Written in 1924, this letter narrates her adventures in Peking, when the city was caught between two Chinese armies. From this letter, we were able to identify half a dozen unlabeled lantern slides in the Warner collection, which turned out to be photographs she had taken as her refugee train crawled through the trenches to safety.*

### How to Request a Presentation

Please contact us at least **two weeks in advance** to schedule an instructional session, by fax (541-346-1882) or [e-mail](#). We will need your contact information, the proposed date and time of your class, the number of attendees, the subject of this visit, and general background about your class.

A copy of the class syllabus or a statement of what you hope the students will gain from the session would be helpful. If it fits within your class goals, we can also help you identify an exercise for your students to complete. There is no substitute for when students request and use materials on their own.



### Preparing Your Students

We take great pride in encouraging use of our collections. However, we have a responsibility to ensure the safety and security of our collections. We will provide a general orientation, but you should also prepare your students in advance with the following information:

1. Turn off your cell phone.
2. For the most part, our materials are irreplaceable.
3. No pens, food, drink, or chewing gum are allowed in the Paulson Reading Room.
4. Backpacks, briefcases, and computer cases/covers are not allowed in the Paulson Reading Room. We have lockers where researchers may secure personal items. Laptops are allowed in the Paulson Reading Room.
5. All materials must be used in the Paulson Reading Room.
6. Registration is required to use materials.
7. Respect the fragile nature of our materials and handle them with care.
8. Some materials such as photographs or codices require special handling.
9. Remove one folder from a container at a time.
10. When using manuscript materials, please make sure the document goes back into the correct folder and that the folder goes back into the correct container.
11. Respect other researchers by keeping noise to a minimum.
12. To display, exhibit, publish, or download any of our materials, you must obtain our permission.

### Visiting Special Collections

We are located in the Knight Library, at the corner of 15<sup>th</sup> Avenue and Kincaid Street. If you are coming from off-campus, be aware that parking can be difficult when classes are in session. The Paulson Reading Room is on the second floor on the north side, in the 1937 portion of the building.

Please recommend that students arrive early as it will make locker assignment for storage of personal items more efficient. There are restrooms in our hallway. Encourage students to wash their hands before they handle rare materials. A curator at the desk will direct you to the classroom.

We will have a short form for you to complete.

### Student Projects

Please help us prepare for student projects by reading the [Class Assignments](#) page and filling out the [Assignment Plan](#) (a PDF) for us. This provides us with a copy of the assignment, the date due, your contact information, and a list of the materials or types of materials that your students will use. We will maintain copies in our own files for our staff to consult, which will ensure that we provide the best service possible to your students.

For projects that involve multi-media (such as a documentary class) will need to complete a [contract](#) (a PDF) for our files. We can duplicate our materials in many formats, provided the materials are not too fragile or under copyright restriction. Students will have to pay for duplication services. Students should select the items to be copied carefully, and give us enough time to avoid rush fees.

Your students' work is of value to us, and to other researchers. If you receive papers that are well researched and written, please consider advocating that your student submit the paper or project to the Libraries' [Scholar's Bank](#).

Maintained by: N. Helmer, [sccarref@uoregon.edu](mailto:sccarref@uoregon.edu)

Last Modified: 05/19/2009

The screenshot displays the Syracuse University Library website. At the top, there is a navigation bar with links for 'Discover', 'Databases', 'E-Journals', 'Articles', and 'Website'. Below this is a search bar and a secondary navigation bar with links for 'HOME', 'FIND', 'RESEARCH ASSISTANCE', 'SERVICES', 'ABOUT', and 'HELP'. The main content area is titled 'Instruction' and includes a breadcrumb trail: 'Home > Find > Special Collections > Services > Instruction'. A sidebar on the left lists various services under 'Special Collections', with 'Instruction' highlighted. The main text describes the Special Collections Research Center's active instruction program. A section titled 'Types of Instruction' lists three categories: 'Basic "Introduction to Special Collections"', 'Topic Specific', and 'Exhibition Tour', each with a brief description. At the bottom, there is a section for the 'Antje Bultmann Lemke Seminar Room' with a 'Video' link and a brief description.

SYRACUSE UNIVERSITY  
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Home > Find > Special Collections > Services > Instruction [Bookmark](#) | [Printer Friendly](#)

## Instruction

The Special Collections Research Center has an active instruction program utilizing rare books, manuscripts, archives, and other materials from its collections. Please read on below to learn more about the types of instruction offered and facilities that are available.

### Types of Instruction

- Basic "Introduction to Special Collections"  
This session includes basic information on what special collections are and how primary source and printed material can be utilized for student research. This introductory session can be tailored to specific course interests.
- Topic Specific  
This type of session includes a more in-depth look at select topics relating to the individual course. Past instruction sessions have included "women in photojournalism", "music history", "radical literature", and "underground railroad". Professors are encouraged to work directly with our instruction staff to choose the most pertinent materials.
- Exhibition Tour  
This session includes a tour of our current exhibition by one of SCRC's curatorial staff. Classes and outside groups are welcome.

For further information on our instruction program, please contact William LaMoy at [wlamoy@syr.edu](mailto:wlamoy@syr.edu).

### Antje Bultmann Lemke Seminar Room

- Video  
A brief video demonstration of the purpose and technology of the Antje Bultmann Lemke Seminar Room.



[Download Video](#) | [Download Windows Media Player](#)

- Location

SCRC now offers an instruction seminar room, located adjacent to the reading room on the sixth floor of E. S. Bird Library. The Antje Bultmann Lemke Seminar Room provides a classroom setting specifically designed for faculty interested in incorporating in-depth work with SCRC resources in their courses.

- Equipment

The Lemke Seminar Room is equipped with state-of-the-art audiovisual technology to allow close examination of SCRC materials. Technology includes a high-definition Wolfvision document camera that projects images onto a 65-inch high-resolution LCD display equipped with SmartPanel technology. Using SmartPanel, faculty can annotate images of rare items with digital ink and save the resulting image files for further review.

- Time Schedule

The room may be scheduled between 9 a.m. and 5 p.m., Monday through Friday. The room may be requested on a recurring basis if the class involves regular use of special collections material. Priority in scheduling will be given to Syracuse University faculty, graduate teaching assistants, and library subject specialists. Those scheduled to teach in the Lemke Seminar Room will be invited to attend a brief orientation session prior to their class session. For more information or to make reservations for a class, please contact Nicolette A. Dobrowolski at 443-9762 or [nischnei@syr.edu](mailto:nischnei@syr.edu).

- History

The seminar room was constructed in honor of Antje Bultmann Lemke. Lemke, an information studies professor emerita, has been a member of the Library Associates since 1960. She is a world renowned Albert Schweitzer scholar and translator and she was instrumental in bringing America's largest collection of Schweitzer papers to Syracuse University Library, where they remain available for scholars today. She is highly regarded for her inspirational teaching, her humanitarianism, and her love of the arts.

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The screenshot shows the website for the University of Toronto Thomas Fisher Rare Book Library. At the top, there is a navigation bar with links for 'U of T HOME', 'PORTAL', 'ROSI', and 'CAMPUS MAPS'. Below this is the library's name and logo, along with a secondary navigation bar for 'UTL HOME', 'HOURS', 'LIBRARIES', 'SITE MAP', and 'CONTACT US'. A main navigation bar includes 'CATALOGUE', 'ABOUT US', 'RESOURCES', 'HIGHLIGHTS', 'SERVICES', 'PUBLICATIONS', 'EVENTS & EXHIBITIONS', and 'DONATIONS'. The 'SERVICES' section is active, with a breadcrumb trail: 'Home > Services > Holding Seminars at Fisher'. The main heading is 'Holding Seminars at Fisher'. The text explains that the library's collections are diverse and that it welcomes faculty, instructors, and graduate students to use these resources for teaching. It details two seminar rooms: the MacLean Hunter Room (suitable for groups up to 20) and a smaller room on the 4th floor (suitable for groups up to 10). A list of bullet points provides instructions for conducting seminars, including selecting materials, ensuring security, and the option to have subject specialists conduct sessions. On the right, a 'NEWS' section lists recent updates, such as the library's closure from June 24-25, 2010, and the addition of new materials. At the bottom of the page, there is a search bar and a 'Quick Links' section. A photograph at the bottom center shows a group of people gathered around a table, likely participating in a seminar or consultation.

