

Procedures for Classroom Use of Materials in the Department of Rare Books and Special Collections

- Princeton faculty, preceptors, and library staff may request departmental materials for classroom use within Firestone units of the Department (that is, outside designated reading room areas).
- Manuscripts, rare books, photographs, drawings, and other library materials must be approved in advance by the curator(s) responsible for those materials. Some items may be too fragile or valuable to be used in this way. In some cases, facsimiles or preservation surrogates can be provided.
- The Department has three available classrooms in Firestone Library (Seminar Room, Taylor Room, and new 2nd-Floor Classroom). Library groups that wish to use one of the RBSC classrooms in Firestone for other purposes (e.g. job interview, staff meeting) should use the 2nd-Floor Classroom, if available.

- Reservations should be made at least one week in advance to ensure the availability of departmental classrooms, materials, and staff.

- The relevant curator or another departmental staff member will gather materials, accompany them to the classroom, hand out an attendance sheet, assist with their use (e.g. taking bound volumes out of slip cases and drop-spine boxes, then reversing the process), make sure bound volumes are used on book cradles, close or lock doors (as appropriate) after the class is done, and bring materials back for reshelving. Generally, only the faculty member or RBSC staff member can handle the materials. Materials may not be handed around the room. Those designated to handle materials may not use ballpoint pens.

- No food or drink is allowed in the classrooms. Coats and backpacks must be hung up in space provided. Tables and chairs may be rearranged but must be returned to the original order after class.

- During breaks, students may not go into reading rooms unless they have registered as registered readers and have requested materials.

- Students are responsible for gathering their belongings after class. RBSC will keep lost-and-found items for a week, after which all such items will be forwarded to the Lost and Found at Stanhope Hall.

- Classroom registration forms are available online or from Ms. Jane Snedeker in Firestone.

**DEPARTMENT OF RARE BOOKS AND SPECIAL COLLECTIONS
PRINCETON UNIVERSITY LIBRARY**

**Classroom Registration Form
For Group/Class Visits and Use of RBSC Materials**

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Reservations should be made **at least one week in advance** to ensure the availability of the room and materials. Whether requested by faculty members or professional staff, all materials requested for use outside designated reading room must be approved in advance by the curator(s) responsible for those materials. Some items may be too fragile or valuable to be used or displayed. In many cases, particularly with manuscripts, a staff member must be present for reasons of security and to assist with the use of the materials. **Materials are not to be handed around the room without curatorial permission.** Printed books and bound manuscripts must be displayed on book cradles.

Please fill out this form and submit to the appropriate location.

- Firestone Library [rbsc@Princeton.edu: default subject line: classroom request]
- Mudd Library [mudd@Princeton.edu]

If you have any questions, please call Jane Snedeker, Ext. 8-5049, in Firestone Library or Rosemary Switzer, Ext. 8-6345, in Mudd Library.

Name: _____ Telephone: _____

Address: _____

Faculty/Staff: _____ Department: _____

Course Number and Title: _____

Enrollment: _____ Room: _____

Dates(s) and Time(s) of Class(es): _____

Special Requirements: _____

Requests for materials to be used should be placed several days in advance.

Registration by the instructor is required before the class meeting.

Approved by: _____ Date: _____
(Signature of Curator(s))
