

# DEPARTMENT OF RARE BOOKS AND SPECIAL COLLECTIONS

## CLASSROOM USE

**We ask that you please abide by the following rules when using the classrooms. The classrooms are heavily used, and we ask for your cooperation in their upkeep and maintenance. Failure to observe these rules may result in your exclusion from the use of the classroom in the future. Thank you for your cooperation.**

1. Classrooms in Rare Books and Manuscripts are for the use of Princeton University faculty when teaching with the assistance of material from Rare Books and Manuscripts. When not needed for faculty teaching purposes, the rooms may be used for meetings by library staff. Children under the age of sixteen are not to use the room without special permission.
2. Reservations of classroom space is quite separate from arrangements to make material from Rare Books and Manuscripts available during a class. The faculty member teaching the class is responsible for the condition and safety of the Rare Books and Manuscripts materials.
3. Audiovisual equipment is for use in the classrooms, if you wish to borrow or remove any of the equipment you must sign the form in the specific room. Please return the equipment immediately after use to their original location in the room.
4. Food and beverages may not be brought into the classrooms except with the specific permission of the Associate University Librarian for Rare Books and Special Collections. On those exceptional occasions, the food should be brought to the room no more than one half-hour before the class or meeting begins. No flame or other heating devices may be used. The faculty member or meeting chair is responsible for having the food and beverages removed from the room so that the space is immediately available again. The tables must be wiped thoroughly to remove all food and grease/oil. This responsibility cannot be delegated to Food Services.
5. Please return any furniture moved to its original position.
6. Please make sure that all lights in the classroom are shut off before you leave.
7. Please close doors after the class or meeting.
8. Smoking is never permitted.