

Instruction Program Policies and Procedures

Please review the following Policies and Procedures prior to booking a class at the University of Iowa Special Collections & University Archives.

Requesting a class

- All instruction requests must go through the Instruction Request Form.
- We will respond to your request within 48 hours/2 business days.
- Bookings are made on a first come/first served basis.
- We only book classes with two weeks' notice.

Preparing for class

- Your librarian will work with you to determine your learning objectives.
- You and your librarian will collaboratively create a pull list, formatted using the spreadsheet template provided by your librarian and including no more than 20 items, to identify what materials you want to use.
- Pull lists must be based in your learning objectives. We discourage general show and tells.
- We encourage you to design a curricula collaboratively with your librarian to engage students.
- Your librarian will complete blue slips on your behalf to pull items from our secured shelves.
- Blue Slips must be turned into the Department Manager a week prior to the class date.
- We do not honor additional requests for material immediately prior to or during class.
- We do not allow unprocessed items to be used in classes.
- We may ask you to substitute digitized items for originals to lessen the impact of use on our most fragile materials.

During class

- All attendees must follow the handling guide policies during classes.
- We reserve the right to allow librarians-in-training or other observers attend class sessions.

Student assignments

- Students selecting materials for a class should label their blue slips under the name of the professor, not under their personal names, and label their slips with the date of the class in which they will be used. Note, this is not the date that the blue was filled out, as all blue slips (including slips by students) must be completed a week prior to the class session.
- Students who work independently as a researcher in the reading room after a class session should be helped first by whoever is working at the reference desk and second by the assigned special collections instructor who led the class session.
- If your session coincides with an assignment that requires materials to be placed on hold, we can honor this request only if all of the following conditions are met: one, we have a set timeline for the holds; two, the items are not medieval manuscripts, incunabula, or miniature books; and three, students have been told to write down the title and call number (or manuscript number and box number) of the materials they will be using. Hold items will be kept on a shelf our secured stacks.