**Terms and Conditions for classes using Special Collections materials**

The Special Collections Division of the University Library is delighted to support teaching by the provision of access for classes to the materials in its care. Classes are negotiated on an individual basis with the module co-ordinator.

Classes are offered under the following conditions:

* Bookings are made through [speccoll@st-andrews.ac.uk](mailto:speccoll@st-andrews.ac.uk) using the form below.
* Receipt of the booking will be acknowledged and confirmation of availability of the space at the time requested will be given once any negotiation for alternative dates/times is complete, as required.
* Classes will be held in the New Park Seminar Room in the Richardson Research Library in Martyrs Kirk, North Street or, exceptionally, elsewhere by special arrangement.
* 30 minutes is required between classes to allow for changeover of materials.
* The maximum number of students in any class is 15. Should the cohort be larger than this, repeat classes on the same day can be arranged. Exceptionally, the reading room can be booked for a class or visit of up to 30.
* A named contact will be provided by Special Collections who will arrange the details of the class including table layout and expected numbers.
* A suggested list of material to be used in class must be sent to the named contact AND [speccoll@st-andrews.ac.uk](mailto:speccoll@st-andrews.ac.uk) **one week before** the class. Special Collections reserves the right to substitute alternative items where the physical condition of an original item precludes its use.
* **The final list of material must be confirmed not less than 2 working days before class.**
* The use of material will be managed in class by a member of Special Collections staff who will display the material before the class arrives, or produce material in order during the class, as previously arranged with the named contact. A short introduction to the handling and use of material and the work of the Division can be given if requested.
* The module co-ordinator should pass on the following information to those planning to attend a class in Special Collections:
  + Martyrs Kirk is a research space so please keep the noise to a minimum
  + Please arrive 5 minutes before the advertised start time
  + You will not be able to take bags or coats into the teaching room – lockers are provided
  + No food or drink is allowed in the teaching room
  + Pencils and laptops only – no pens
  + Please arrive with clean hands
  + Photography for your own personal use is allowed

**Request for the use of Special Collections Material in teaching**

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| --- | --- | --- | --- | --- | --- | --- |
| **Proposed date, time and duration** | **Alternative date, time and duration** | **Module code** | **Module title** | **Teacher** | **Number of students** | **Repeat class Y/N** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Please complete, copy and send in an email to** [**rmh@st-andrews.ac.uk**](mailto:rmh@st-andrews.ac.uk) **and** [**speccoll@st-andrews.ac.uk**](mailto:speccoll@st-andrews.ac.uk)