

THE ROBERT J. LAGOMARSINO DEPARTMENT OF ARCHIVES AND SPECIAL COLLECTIONS STATEMENT OF POLICIES AND PROCEDURES REGARDING CLASSROOM INSTRUCTION

1. The Lagomarsino Department of Archives and Special Collections in the John Spoor Broome Library (“the Archives”) believes in adhering to following Society of American Archivist’s goals and objectives:

“B. Implementation College and university archives will fulfill their mission and goals through: ● Acquisition, arrangement, and description of archival materials ● Maintaining and proper utilization of facilities ● Facilitating access to materials and provide information ● Promoting knowledge and understanding of the institution's origins, mission, and goals ● Publicizing archival resources to encourage their use. Archival programs strive to: ● remain flexible in adapting to the rapidly changing institutional environment ● maintain a technologically current environment.”
2. In furtherance of the above goals, the Archives welcomes student classroom participation and involvement in many of the collections housed within its walls.
3. Research session requests should be made at least 2 weeks before the expected attendance date.
4. A specific class may return up to 2 times for research experience working with a collection.
5. Individual class sessions will not run longer than 1 1/2 hours.
6. All sessions must take place in the Broome Library.
7. All sessions must be conducted with the educator/instructor present.
8. Sessions will be arranged with the educator/instructors’ class schedule to the best of the ability of the archival staff. Due to recent events, archival staff time and presence is unfortunately limited.

9. Educator/instructor expectations must be presented via e-mail to the archives staff in detail, e.g., class title, number of students, focus or emphasis desired/collection desired, and availability of dates for the session.
10. The Archives will work with educators/instructors to facilitate: (a) an introduction to archives teaching session for students (what is an archive and why use it?), and/or (b) an introductory session addressing specific collections or specific topics or subjects addressed within the Archives collections, and/or (c) an introduction to digital archives with guidelines to our collections on-line.
11. All sessions must be research-based or research-oriented; that is, research for a paper or project, research for additional knowledge about a subject, topic, person, or place, etc. Student activities other than the standard information-gathering for research cannot be accommodated.
12. Materials containing confidential information may not be shared with students.
12. No food is allowed in the classroom; drinks in a bottle with a top are allowed.
13. It should be noted that many items in a collection may already be digitized and available on-line. Please see this link for our on-line collections: [Broome Library Collections | Digital Archives](#)
14. IT IS INCUMBENT UPON THE EDUCATOR/INSTRUCTOR TO CONFIRM THAT THE RESEARCHER UNDERSTANDS COPYRIGHT AND APPLIES IT APPROPRIATELY. It is up to the researcher to clear copyright before reproducing such items. Please see the archivist for clarification.

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PLEASE ACKNOWLEDGE THE ABOVE.

Date: _____

Name: _____

Class: _____