

## **Procedures for Classroom Use of Materials in the Marquand Library of Art and Archaeology Rare Book Vault**

- Princeton faculty, preceptors, Princeton Museum curators and library staff may request rare materials for classroom use within Marquand Library.
- Materials with the location of **Marquand Library (SAX): Rare Books** must be approved in advance by the Librarian by submitting a list of titles with call numbers or catalog printout(s).
- Marquand Library has a Rare Book Reading Room that can seat 4 or accommodate 12 standing. For larger classes, you will need to make a separate request to reserve one of the Art and Archaeology Department Seminar Rooms 361, 362 and 363 or the Tang Center Seminar Room 261. (See the Registration Form for details on who to contact.)
- Requests and reservations should be made at least one week in advance to ensure the availability of departmental classrooms, materials, and staff.
- A Marquand 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 Marquand 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 Library or classrooms within Marquand.
- During breaks, students may not remain or return early to the Rare Book Reading Room or classrooms unless they have registered as registered Rare Books and Special Collections 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 Lost and Found at Stanhope Hall.
- Classroom registration forms are available at the Reference Desk.

# Marquand Library of Art and Archaeology Rare Book Vault

## Classroom Registration Form For Group/Class Visits and Use of Marquand Rare Book Vault Materials

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 the designated reading room must be approved in advance by the Librarian. A Marquand staff member must be present for reasons of security and to assist with the use of the materials. Only the Instructor and the Marquand Staff member may handle the material.

**Materials are not to be handed around the room.**

Printed books and bound manuscripts must be displayed on book cradles.

Please fill out this form and submit to Jessica Hoppe Dağci.

- Art and Archaeology Department Seminar Rooms 361, 362, 363  
[lehre@Princeton.edu: default subject line: Marquand classroom request]
- Tang Seminar Room 261 [dcching@Princeton.edu: default subject line: Tang Seminar Room request]

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Faculty/Staff: \_\_\_\_\_ Department: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Enrollment: \_\_\_\_\_ Room: \_\_\_\_\_

Dates(s) and Time(s) of Class(es): \_\_\_\_\_

Special Requirements: \_\_\_\_\_

**RBSC Registration by the instructor is required before the class meeting.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Head Librarian)