Preparing for Your Class Visit to Special Collections and Rare Books

http://library.missouri.edu/specialcollections/
401 Ellis Library – 882-0076 – SpecialCollections@missouri.edu

Finding Your Way
On the elevator, push the button for 3 (not 3R). From 3 East, turn left and go until you see another flight of stairs going up. Take the stairs or lift to get to 4 West.

To get to the classroom, turn left when you get to the reading room. The classroom is at the end of the hall.

Before Your Class
• Please review the Classroom Rules and Care in Handling guidelines (below).
• Stop in the all gender bathroom at the top of the stairs and wash your hands.
• Put your backpack, coat, food and drink, and other belongings in the vestibule before entering the classroom. Loose paper, pencils, and a laptop or mobile device are allowed in the classroom. Ink pens, binders, folders, notebooks, and laptop cases need to stay in your backpack.

Classroom Rules
• No food or beverages are allowed in the classroom, including water bottles.
• The use of ink pens is not permitted. Pencils are available upon request.
• Loose-leaf paper, pencils, laptop computers, and mobile devices in silent mode are allowed at the study tables. Readers must silence cell phones during class.
• Personal items are not allowed in the classroom. Readers must store all personal belongings except those noted above in the shelving or lockers provided.

Care in Handling
• Special Collections staff may request readers to wear gloves, but in most cases, gloves are not required. Readers should wash their hands before handling Special Collections materials.
• Materials should remain on the table while being consulted. Book cradles, pillows, and weighted snakes should be employed to aid use of fragile materials.
• No books, papers, or objects may be laid on top of the materials, nor should the reader lean on them.
• Non-flash photography is allowed, but must be approved and supervised by staff.
• No marks may be added or erased.
• No tracings or rubbings may be made without specific permission from Special Collections staff.

Research Appointments
If you come back to use the collections for a project, you’ll be working in the reading room. Make a research appointment in advance by searching for MU Libraries Special Collections in MU Connect.