



## What to Expect When You Bring Your Class to Special Collections

*Help us care for our collections by abiding by the following*

- ❖ Please ask your students to arrive at least 5 minutes prior to the class start time, if possible.
- ❖ One of our staff members will meet you and your class in the exhibit area.
- ❖ Have students bring a pencil and paper. We do not allow pens in the classrooms.
- ❖ Finish all food, drinks, gum, and candy before arriving.
- ❖ Store all personal belongings including bags, coats, purses, and laptop sleeves in a locker provided in the cloakroom.
- ❖ Wash your hands upon arrival (there is a sink in the main room adjacent to the scanner).
- ❖ Please ask students not to touch materials until given instructions how to do so by our staff.
- ❖ Once your class is gathered, one of our staff members will give a brief introduction to using Special Collections.