



HARRY RANSOM
CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

USE OF THE RANSOM CENTER SEMINAR ROOMS

1. Who may use the seminar rooms?

Because of heavy demand, use of these rooms is limited to college and university classes requiring use of the Center's collections for instructional purposes. Priority is given to semester-long classes, which must use special collections materials on a regular basis. We are unable to accommodate elementary or high school classes except for a small number of Advanced Placement classes, subject to availability and administrative approval. Most school groups will find that docent-conducted tours of the Ransom Center Galleries are suitable for their needs; contact the Administrative Office at 471-8944.

2. Which rooms are available for class use?

The Center has three rooms on the second floor available for class use: the Denius Seminar Room (seats 30) the Feldman Seminar Room (seats 18), and the Zarrow Family Seminar Room (primarily for visual materials; seats 25).

3. When are the seminar rooms available?

Seminar rooms are available Monday through Friday, 9:00 a.m. to 4:30 p.m. They must be vacated by 4:45 p.m.

4. How do I reserve a room for my class?

Demand for seminar rooms is very high, so we recommend that instructors reserve rooms as far in advance as possible, and no less than **four weeks** in advance of the class date by contacting the Reading and Viewing Room receptionist on the second floor (471-9119; fax 471-2899). Booking is on a first-come, first-served basis.

Please complete an "Application for Use of Ransom Center Seminar Rooms," page 4 of this document, and return it to the Receptionist. No reservations are final until we have received the completed form. An email will be sent to you with a confirmation.

5. How do I request specific materials for class use?

Detailed instructions for requesting collection material are located on page 3 of this document. Submit all requests for materials at least **one week** in advance of the class meeting. A curator will review all materials before they are placed in a seminar room. Some materials are too fragile or valuable to be displayed, and there are limits on the number of items that may be requested. In some cases, curatorial staff will require that fragile or especially valuable materials be placed in exhibit cases. In such cases, the

instructor must specify on the call slip the page opening to which an item should be opened inside the case.

6. What should instructors and students do on the date of a class visit?

In order to keep the reception area clear for patrons checking in and out of the Reading Room, please have your class assemble in the second-floor lobby area outside of reception before the class meeting. Prior to entering the seminar room students will need to leave their personal belongings in the cubbies or a locker. Because of limited lockers, one will be made available for the class to share (the instructor will be given the key). Once the class has stowed their personal belongings, you may accompany the students to the seminar room. Please arrange for the class to arrive and leave on time in order to avoid conflicts with other classes.

7. What are the policies regarding the use of materials in class?

Only the instructor may handle collection materials in a seminar room. This policy applies to all collection materials and includes moving items from the cart to cradles and turning pages. Photographs, works of art, and other objects may require specialized supports. Items must not be held up for display or passed from person to person. Instructors are encouraged to inform students that they may register for a research account online through the Center's website. This will allow them to return on their own to view and handle materials in the Reading Room setting. If special handling is required for any materials, a Ransom Center staff member will inform you. If you are unsure how to handle an item in the seminar room or need assistance, do not hesitate to contact the Reading Room staff. Treat all materials as fragile.

8. What items may be taken into the Ransom Center seminar rooms?

You and your students are asked to bring only those items needed for instructional use. Only yellow paper and pencils may be used in rooms where classes meet. No food or drink is permitted. Students may use laptops, and upon request by the instructor and with staff approval, students may bring in one course textbook. Backpacks, book bags, purses, laptop sleeves, and similar items must be left in the reception area in the cubbies or the locker. All materials brought out from seminar rooms are subject to inspection.

9. Are staff members available to give talks about collection materials?

In the case of semester-long reservations, we request that you set aside some time during the first few class periods for a staff member to introduce the class to the collections and to the proper handling of rare materials. Ransom Center staff are happy to give course-related presentations if this request is noted on the seminar room application form and you contact the appropriate person at least **three weeks** ahead of time. The staff member will require a course syllabus and will work closely with you to plan class sessions.

10. Do I need to be present when a staff member is speaking to my class?

We ask that you plan to attend the sessions along with your students so that you will be able to elaborate on the relevance of the material.

REQUESTING MATERIALS FOR A CLASS (“EVENT”)
IN YOUR RESEARCH ACCOUNT

Note to returning instructors: As of April 2009, the Ransom Center no longer uses paper call slips. All requests for collection materials are now made through your personal online research account.

To request materials for your class meeting at the Ransom Center, please follow the following steps:

1. Submit a Seminar Room Reservation form, to the Reception desk staff well in advance of when your class will be scheduled to meet. Seminar rooms are limited and book up quickly.
2. If you do not already have one, you must create a research account online at <http://www.hrc.utexas.edu/research/account/>. Please retain your username and password, as you will need to access your account to request materials.
3. Locate the material that you wish to show your class using resources located on the Ransom Center's website or in the Reading and Viewing Room. You may also contact a staff member for assistance. A list of subject curators and librarians may be found at this link: <http://www.hrc.utexas.edu/research/contact/>
4. Based on your Seminar Room Reservation form, a Ransom Center staff member will create an event for your class meeting and connect it with your research account. When you logon to your account the New Request forms will display your class event under the pulldown menu labeled "Request for." As soon as staff has created your event, you may submit materials requests for your class, being sure to select the event rather than your name in the "Request for" field. This will ensure that these materials are set aside for your class and not for your own research visit to the Reading Room.
5. Please complete all requests for your class **seven days prior** to the class meeting time. Anything requested after that time will not be paged for your class.
6. Lastly, **contact the Reading Room circulation staff**, either Pat Fox (books and general manuscript collection) 50thefox@mail.utexas.edu, **or staff from the appropriate Visual Materials collection** (Art, Photography, Performing Arts, Film) **at least 7 days prior to the class** to inform them that you have completed your class requests. For materials to be placed in the cases be sure to come in to the Reading and Viewing Room to flag specific openings if needed.

04/09



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APPLICATION FOR USE OF SEMINAR ROOMS

To ensure your reservation you must complete and return this form. Please read the attached guidelines governing the use of Ransom Center seminar rooms and materials. Your signature indicates your willingness to comply with these requirements.

Name: _____

Phone: _____

Address: _____

Campus Mail Code: _____

Department/ Affiliation: _____

Number of People Expected: _____

Course Number and Title: _____

Individual Class Reservation:

Date: _____

Time: _____

Request for Staff Assistance: _____
(Please contact this person directly)

Semester-Long Reservation:

Days: **M T W TH F** Time of Class (es) From: _____ To: _____

Date of First Class: _____

Date of Last Class: _____

Date(s) When Class Will Not Meet: _____

Request For Staff Assistance: _____
(Please contact this person directly)

Materials: Submit materials requests at least **one week** prior to the class meeting.

SIGNATURE: _____ **DATE:** _____

Return signed application to Receptionist at HRC 2.200 (F1905), 471-9119, fax 471-2899

For Ransom Center Use Only

Date Request Received: _____ Room Reserved: _____