

SAFA CLASS VISIT PROCEDURES

BEFORE SEMESTER

1. Complete any additional archival research
2. Discuss agenda for each class visit with Julie and Robin
3. Schedule class visits to BHS
4. Decide whether students will return to BHS on their own for independent research

THREE WEEKS BEFORE CLASS VISIT: Professor submits **call slips, visit agenda, and course objectives**

1. Professor completes SAFA Class Visit - Online Call Slips at <http://safo.brooklynhistory.org/online-call-slip/> (one call slip per item)
2. Professor emails class visit agenda to Robin, Julie, and Lauren & includes
 - a. time breakdowns
 - b. document groupings and station information
 - c. role of SAFA staff during visit
3. Professor emails brief overview of visit objectives to Robin, Julie, and Lauren

*If we do not receive the above three weeks before a class visit, **the visit will be cancelled and will not be rescheduled.***

ONE WEEK BEFORE CLASS VISIT: SAFA staff posts **citations** on SAFA website.
For consistency and accuracy, please use the citations we provide.

DAY BEFORE CLASS VISIT: Professor emails **class visit handouts** to SAFA staff

FOR EACH CLASS VISIT, SAFA STAFF WILL PROVIDE

1. Individual citations to accompany all documents
2. Tailored group / station layout
3. Information on all rights restrictions / permissions, so students and professors will know whether photographs can be published or not

ARRIVING AT BHS

1. Professors need to accompany all classes.
2. SAFA staff will meet the class at the door. **No latecomers.**
3. Please do not let others into the building during closed hours.

STUDENTS COMING BACK

Decide whether to plan for independent research period before the semester starts