## PREPARING FOR CLASS VISITS

### Deadlines

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four weeks before visit</td>
<td>BHS sends email reminder to faculty about call slips and agendas</td>
</tr>
<tr>
<td>Three weeks before visit</td>
<td>Faculty submit:</td>
</tr>
<tr>
<td></td>
<td>• Agenda (email SAFA staff directly)</td>
</tr>
<tr>
<td>One week before visit</td>
<td>Stack Assistant pulls documents, starts citation list</td>
</tr>
<tr>
<td>Before visit</td>
<td>SAFA staff finalize citation list and send to faculty</td>
</tr>
<tr>
<td>At visit</td>
<td>BHS:</td>
</tr>
<tr>
<td></td>
<td>• Stages documents in groups/stations</td>
</tr>
<tr>
<td></td>
<td>• Sets up individual citations</td>
</tr>
<tr>
<td></td>
<td>• Citations include information about image permissions</td>
</tr>
</tbody>
</table>

### Template: Four Week Reminder Email

Dear [FACULTY NAME] :

This email is to remind you that your SAFA class visit is scheduled for [Day of week, MM/DD/YY] from [00:00 am/pm]. Please submit your call slips and agenda no later than [Day of week, MM/DD/YY] which is three weeks before your visit.


Please email your agenda to igolia@brooklynhistory.org and rkatz@brooklynhistory.org. The agenda should include:

a. A time breakdown of the visit (eg. Arrive at 2pm, 15 minute intro, groups switch stations after 20 minutes, 20 minute wrap up).

b. Necessary clarifications about document groupings and station information.

c. Explanation of the role of SAFA staff during visit.
This is your four-week reminder. If we do not receive your call slips and agenda by [Day of week, MM/DD/YY] your class visit will be canceled and will not be rescheduled.

If we have any questions, Robin, Julie, or Lauren (lonifer@brooklynhistory.org) will contact you. Feel free to contact any of us with questions or concerns.

We are looking forward to your visit!

As a courtesy, if we still have not received call slips or agendas 1 - 2 days before the deadline, casually remind the professor by replying to this email.

**Online Call Slips**
Faculty fill out the following online call slip form for each item being used in a class visit.

**Online Call Slip - SAFA Class Visit**

* Required

**Faculty Last Name:** *

**Class Visit Date:** *
USE THIS FORMAT: MM-DD-YY, Day of Week. Example: 09-27-11 Monday

**Class Visit Times:** *
0:00 AM - 0:00 AM

**Item Description (1 call slip per item):** *
Use item citation or include enough information (ex: title, date, first line of text, visual description) so that we can identify the requested item.

**Call Number (for books, maps, and photos found in Past Perfect):**
if applicable. Please copy and paste the entire call number from the library catalog, or the entire Object ID number from Past Perfect. Ex: Conservation / Bindery [E162 .D36 1913 Non-circulating] or Flat Maps (Rev. War-[1776] [18--) or Flat Maps 1991.110.389

**Collection Name and Number (for archival collections):**
if applicable. Ex: Arnie Goldwag Brooklyn Congress of Racial Equality (CORE) collection, ARC.002 or Cranston family papers, 1994.013

**Box and Folder Number (for archival collections):**
if applicable. Ex: box 1, folder 1

**Grouping / Station Info**
if applicable. Please identify in which group/station this document belongs. Ex: Group 1, Station A, Map station, Native American group

**Notes:**
Please include any other information pertinent to pulling and staging this item. Ex: Open book to page 231, place this object on its own table so that many students can examine it once, etc.

*Students and Faculty in the Archives • Brooklyn Historical Society*
Pulling Documents: Google Spreadsheet

The Google form populates a Google spreadsheet shared by SAFA staff and the stack assistant. It is accessible at https://docs.google.com/spreadsheet/ccc?key=0AtQelEKtM3OxdEjzMk1TdGFYUkxfTTI3dGFxZXVOYXc&hl=en_US&pli=1#gid=2 and we are happy to share it with any library staff member who is interested.

The spreadsheet contains the following columns which are populated by the online form:

- Timestamp
- Faculty Last Name
- Class Visit Date
- Class Visit Time
- Notes
- Call Number (for books, maps, and photos found in Past Perfect)
- Collection Name and Number (for archival collections)
- Item Description (1 call slip per item)
- Box and Folder Number (for archival collections)
- Grouping / Station Info

The stack assistant and SAFA staff edit submitted information as needed, and ensure that there is only one item per row (per call slip).

The Google spreadsheet includes the following columns, which are filled out by SAFA staff:

- Location
  Obtained by stack assistant from Archivist’s Toolkit, and sometimes PastPerfect
- Pulled
  Fill out an “x” when pulled
- Condition/Size Issues
  Stack assistant notes anything unusual or worrisome here, so we can address before the class visit. Although SAFA staff try to address this when faculty are in the planning/research stage, there are sometimes surprises.
- Reshelved Date
  MM-DD-YY
- NOTE
  Used as needed

It also includes columns for Notes, Communication, and Decisions regarding image use permissions.

Pulling Documents: Paper Call Slips and Out Cards
SAFA uses a wide range of resources from the collections: books, maps, pamphlets, microfilm, periodicals, archival collections, photographs, and more.

A paper call slip is completed for every online call slip request*

*with the rare exceptions of materials which do not need to be pulled, such as the microfiched Brooklyn and Long Island Scrapbooks collection of newspaper clippings

TO DO: SAMPLE PAPER CALL SLIP

Because SAFA usually pulls only items or folders (and not whole boxes), the yellow paper call slip should be attached to a red “out” card using plastiklips (do not use metal paper clips).

• For books, the out card should replace the book on the shelf. Temporarily stick the white paper call slip in the book, or clip it to the slip case.
• For maps and prints, the out card should replace the document in the drawer/folder.
• For archival material, the out card should replace the document inside the box. Place the pulled document in an acid-free folder.

Pulling Documents: Temporary SAFA Storage/Shelving

Most materials are temporarily stored on the shelves near Robin’s desk. Materials which are slightly bigger than the box will be shelved next to the grey box. Oversize materials are temporarily stored in the black map case near the oral history listening station.

Books and archival material will be organized according to class visit, and placed in grey document boxes. Boxes will be labeled with a slip of paper as such:

[FACULTY NAME]
Class Visit: [Day of Week]
[MM-DD-YY 00:00 am/pm]

Overlap listed
As soon as a list of citations is completed and mailed to the faculty member, a hard copy will be placed in the grey box.

Sometimes the same item is used by more than one class. In those cases, out cards will be used to track documents among these temporary boxes. **There will always be an out card indicating the other classes using an item – even if the document is in that box.**

If borrowing/using materials from SAFA temporary shelving, please use an out card (include staff person name for contact) and be sure to return the item for the class visit listed on the box.

**CITATIONS**

Within a week of receiving call slips, the stack assistant will pull documents and start a list of citations. Citation lists will be saved at

L:\p_drive\SAFA\2011-2012 class visit planning\Class visits spring 2012\[faculty name]

Each file should be saved as MM-DD-YY-Name-citation-list.doc with the date of the visit.  
*Ex: 02-07-12-Egler-citation-list.doc*

The word doc will be a simple list with a heading:

```
Egler
02-07-12
Visit 1 of 2

Citation 1
Citation 2
Citation 3
```

SAFA staff will finalize the citations and then email them to the professor at least one week before each class visit.

Individual citations will be prepared for the class visit. These will include any special care and handling instructions, such as:

- Always wear white cotton gloves when handling photographic prints and negatives
- Use book cradle
- Please do not touch

Individual citations will always include one of the following:
Because we cannot wait indefinitely for responses, we will err on the conservative side.

**Contacting for permission?**

Individual citations will be saved in the same location path as above.
Each file should be saved as MM-DD-YY-Name-citations-indiv.doc with the date of the visit.
Ex: 02-07-12-Egler-citations-indiv.doc

Citations will be spaced out on the page, as these are cut into strips when printed.

**STAGING DOCUMENTS FOR CLASS VISITS**

The way that documents are set up will vary due to class needs and document characteristics. SAFA staff is mostly concerned with the grouping/station info indicated on agendas and call slips.

However, set ups usually fall into one of two categories:
- Everything is laid out on tables and is visible when students arrive. Citations are near the object, like an exhibit label.
- Materials are kept in folders and can be moved around. Citations are clipped to the outside of the folder, and the white paper call slip is clipped to the inside and is upside down (so call slip cannot be read)
- Sometimes, we set up open folders with citations clipped to the inside.

**IMAGE PERMISSIONS**

The SAFA archivist, with the help of other BHS staff, will research all rights/permissions issues before each class visit. Notes, Communication Notes, and Decisions regarding image use will be kept in columns on the Online Call Slip spreadsheet.

**RESHELVING**

Items from the collections will be reshelved as soon as possible after use.

**COMING BACK: INDEPENDENT STUDENT RESEARCH AT BHS**

Faculty must decide before the semester whether they will require students to return to BHS on their own for independent student research during the library's public hours.

**WALK IN SYSTEM:**
Sometimes, we will leave material out for walk-ins. We only do this when it is REQUIRED of all students in the class – we do not offer *optional* walk-in independent research by students after a SAFA visit:

- Pre-specified materials are left out until an **end date** given by the professor.
- Students walk in, sign in, and tell the reference staff
- Professor Name
- Group name/number (or individual documents)

- Boxes will be kept on a separate shelf near Robin’s desk and will be labeled with the end date:
  
  [FACULTY NAME]
  [UNIVERSITY]
  Independent Research until
  [Day of Week MM-DD-YY]

- Each box will include a full citation list, and each item will be accompanied by its individual citation.
- Oversize materials are stored in a separate drawer of the black map case near the oral history listening station.