Reminders for Faculty

Faculty Procedures for 2012 – 2013 Academic Year

August 2012
Individual faculty meetings with SAFA staff

Start of semester
Faculty finish set up for class blog
- There should not be any placeholder language
- All categories should be set
- All prompts should be drafted

3 weeks before class visit
Faculty submit online call slips
Faculty email agenda to SAFA staff, which includes
- Time schedule for visit
- Role of SAFA staff
- Group/station/room set up information
- There should not be any placeholder
- Explanation of associated blog post(s)

1 week before class visit
SAFA staff post citation list on course blog

Night before class visit
Faculty send in-archives handout to SAFA staff

End of semester
Faculty send all course documents to SAFA staff
- Syllabus
- All SAFA-related assignments and projects
- Any other relevant handouts or materials

Technical Support for Blogs
Please feel free to contact Robin and Julie for blog support such as technical questions (via phone or email), in-person consultations, and class instruction sessions.

Pre-visits
Don’t forget: we are piloting a “pre-visit” SAFA introduction next academic year. SAFA staff can come to your classroom ahead of your first visit to the archives to:
- Introduce BHS, archives, and primary sources
- Review reading room rules
- Provide collection or historical context as needed
- Teach students how to read citations
- Gather pertinent forms (copyright statement, photo waiver, etc.)

Renovation
BHS will begin a renovation of the lower level and first floor in July 2012. It is expected to last 12 – 15 months. We will be in touch as we have more information about where to enter the building and how to access the library during renovation. The library will not undergo renovation, but as it will be BHS’s only public space during the renovation, there will be a high demand for this space.

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