Using Burns Materials in Classes

The Burns Library encourages the integration of special collections materials into the curriculum by providing instructional spaces and support for classes in the Burns Library. Burns staff will work with students and instructors to ensure safe and secure handling of materials consistent with policies governing the use of Burns special collections by researchers.

Requesting Burns Library Materials for Class Use

- Instructors wishing to use Burns Library materials in their classes should contact the Burns Library Reference Department at least seven days in advance of the planned class by e-mailing burnsref@bc.edu or by calling 617-552-4861.

- After a Burns staff member has assessed the instructor’s needs (amount of material, type of instruction needed from librarian/archivist and size of class), a Burns Library staff member will reserve a room in the Burns Library for the class as close as possible to the requested day and time.

- Students and instructors are asked to bring only those items needed for instructional use into the classroom. Paper, pencils (provided) may be used in rooms where classes meet. No food or drink is permitted. Students may use laptops.

- Backpacks, bags, purses, laptop sleeves and similar items must be left in the locker room. All materials brought out of the class room are subject to inspection.

- Please note that a Burns Library staff member/student employee will be present during the class to monitor use of Burns Library materials.

- Rooms in the Burns Library are available for class use Monday through Friday, from 9:30 a.m. to 4:50 p.m. Due to security needs and staff availability, requests for classes outside of these hours will be considered on a case-by-case basis.

- If it is not possible for a class to meet at Burns then the Burns Library Reference Department may be able to provide digital images of Burns Library materials for use in classroom instruction. Please note that the availability of digital images depends on staff availability and the type, condition and quantity of materials requested.

Revised 3/15/12