

Guidelines for using the Antje Bultmann Lemke Seminar Room

Who can use the room? The Antje Bultmann Lemke Seminar Room is intended for instruction using the collections of the Special Collections Research Center (SCRC) by library staff, faculty, and graduate teaching assistants. Instructors will be asked to register with SCRC. Students will not be required to register for reading room use when they are part of a class in the seminar room. They will be asked to register, however, the first time that they visit the reading room individually.

How can someone arrange to make use of the room? Nicolette A. Dobrowolski coordinates all instruction for Special Collections. You can direct requests to use the Lemke Seminar Room to her at scrc@syr.edu or 315-443-9762. Please be sure to contact us at least 2 weeks in advance. All use of the seminar room is subject to approval by Special Collections staff. All instructors approved to use the room, if not SCRC staff, will be given an orientation by Special Collections staff regarding the technology and policies/procedures for the space and will be asked to register with Special Collections.

When is the room available? The hours of SCRC are Monday through Friday, 9 am to 5 pm. Requests to use this classroom outside of the regular operating hours will be taken on a case by case basis and is subject to Special Collections approval. The room may be requested on a recurring basis if the class involves regular use of special collections material. Priority in scheduling will be given to Special Collections staff, library subject specialists, Syracuse University faculty, and graduate teaching assistants.

What is the room's capacity? The maximum capacity of the room is 20.

What equipment is available for use in the room? The room includes:

- 65 inch LCD display
- Smart Panel LCD display. This allows use of “digital ink” to annotate screen images.
- DVD/VCR
- Wolfvision Document Camera
- Motorized projection screen
- PC with wireless keyboard and mouse

What are the policies and procedures to follow once the room use has been approved?

Due to the special nature of the location of the room, its equipment, and the use of Special Collection material within the room, there are some basic rules and regulations regarding the following:

- *No Food, No beverages*

There are no exceptions. All food and drink must be left outside room or placed in the designated lockers/coatroom outside the Seminar Room.

- *Personal belongings*

Personal belongings such as backpacks, bags, coats, books, notebooks, laptop cases, etc. are not allowed in the Lemke Seminar Room. These items must be kept in the designated lockers/coatroom outside the Seminar Room.

- *Writing Utensils*

Only pencils and paper supplied by Special Collections may be used in the Lemke Seminar Room. Pens, markers, highlighters, and post-it notes are not allowed and must be kept in the lockers/coatroom.

- *Set up*

Tables/Chairs can be configured in different ways. Please let SCRC staff know of any specific arrangement prior to class.

- *Sound Levels*

The Lemke Seminar Room is adjacent to the SCRC Reading Room and Staff offices. Please keep voices and audio at a reasonable level.