

WELCOME TO THE BEINECKE RARE BOOK AND MANUSCRIPT LIBRARY

The Beinecke Rare Book and Manuscript Library is always open to Yale students, faculty, and other qualified scholars Monday through Thursday from 9:00 am to 7:00 pm and Friday 9:00 am to 5:00 pm. Yale faculty may reserve a classroom in the Beinecke Library for a single class meeting or for the entirety of the course by visiting the Beinecke Classrooms website at <http://www.library.yale.edu/beinecke/brbleduc/brblclassroom.html>.

All visitors are asked to leave their belongings, including coats and hats, upstairs in the lockers and racks on the main floor. If articles of loose clothing (scarves, sweaters, etc.) are brought into the classroom then they should be either worn for the duration of the session or returned to the upstairs racks/lockers. Please do not bring food or drink into the library. Yale affiliates should bring their Yale ID downstairs with them in order to sign in.

IN ORDER TO PROTECT THE INTEGRITY OF THE BEINECKE'S COLLECTIONS, READERS ARE ASKED TO BRING ONLY THE FOLLOWING ITEMS INTO THE CLASSROOM:

- ✿ Yale Student or Faculty ID, pencils (*no pens, markers, or indelible pencils of any kind*), loose-leaf paper or notepads (*nothing spiral-bound*), laptop (*no case*), eyeglasses (*no case*), cell phones (*on vibrate only*)

RULES GOVERNING THE USE OF BEINECKE MATERIALS (FOR STUDENTS AND INSTRUCTORS):

- ✿ During the class session, materials may be consulted only within the classroom. No Beinecke materials may leave the building.
- ✿ Materials must be handled with great care, and only by the instructor, unless special approval has been given for students to handle. Such approval must come from either a curator or the head of Access Services.
- ✿ If the students *will* be handling materials, they will need to register as readers in advance of the class; this can be done either a few minutes before the class's start time or anytime beforehand during regular business hours.
- ✿ If students are handling materials, they will need to have their ID swiped at the Reader Services Desk; if only the instructor will be handling, the students need only to sign their names on the sign-in sheet in the classroom.
- ✿ Arrangement of manuscript pages should be kept in original order. Place-holders for folders in boxes will be provided if necessary.
- ✿ No tracings, rubbings, or marks of any kind may be added or erased.

RULES GOVERNING THE USE OF BEINECKE CLASSROOMS (FOR INSTRUCTORS):

- ✿ Every individual class session that convenes in the Beinecke must utilize Beinecke materials.
- ✿ No more than fifteen items per unique class session may be requested.
- ✿ Students and instructors must abide by "Rules Governing the Use of Beinecke Materials" above; the responsibility for adhering to these rules rests with the instructor.
- ✿ Advance notice is required if students will be handling materials. A Beinecke staff member may be present during the class.
- ✿ Finalized Reservation Requests, including a complete Class Materials List, must be submitted at least a week before the class convenes in order to allow for adequate processing and preparation.
- ✿ For Rooms 15 & 28, class size may not exceed twelve participants; for Rooms 38 & 39, twenty participants; for 38 & 39 combined, seventy participants.
- ✿ Classes that meet past 4:45 pm will require the permission of the Head of Access Services or a member of the curatorial staff.
- ✿ Foams and weights will be provided to keep books open and minimize handling; books and manuscripts should *never* be removed from the foam cradles and then held aloft or passed around the room. If you feel that your session requires a non-traditional arrangement of materials, we are more than willing to work with you to find an acceptable compromise.