

**Charles Deering McCormick
Library of Special Collections**

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**JOSEPH SPEAR BECK ROOM
CLASSROOM POLICY**

The Beck Room is available with prior arrangement for seminars of up to 15 people. Please complete the reservation form to schedule a date. The Beck Room is reserved only for seminars in which McCormick Library of Special Collections materials are to be used.

- Please provide us with a list of the dates and times you will need the room. Requests should be submitted at least two weeks prior to the date of the first class session.
- Please provide a written list of Special Collections materials you will need on those dates. Include author, title and CALL NUMBER for each item. Item requests may be declined due to fragility or other reasons.
- Please inform the staff if you would like your materials to be placed on hold at our front desk before or after your seminar. Students are welcome to come in individually to look at materials in our reading room. Please explain to your students that during such visits each person will be required to fill out a call slip for each item used.

**Please note the following policies
and inform your students of them in advance of the class:**

1. Students will not be admitted to the Beck Room until the instructor is present. The instructor will be the first into the Beck Room and the last to leave. Ask your students to congregate in the lobby outside the department and to be quiet when in the Reading Room.
2. Only pencils and notebooks may be taken to the Beck Room. Pencils are available at our front desk.
3. All backpacks, textbooks, coats, computers, and pens must be left in our supervised Reading Room.
4. Mobile phones must be turned off, especially those left in backpacks.
5. Special Collections materials are often fragile and must be handled with care.
6. Only staff members may move items from the Beck Room to the Reading Room.
7. Photography is not allowed in the Beck Room. Photos and/or scans can be made in the Reading Room, outside of class time, once patrons have filled out a reproduction agreement.