

## Using Special Collections items in Teaching Sessions

Special Collections is happy to work in collaboration with academic staff to support student teaching wherever possible. In some cases this can be done by providing a scanned copy of archival material or arranging for items to be temporarily withdrawn from the archive to be used in teaching sessions. **Please note** this will need to be considered on a case by case basis. Student sessions in Special Collections can also be arranged subject to archive staff availability.

Please note we do reserve the right to refuse removal of items from Special Collections on conservation grounds.

## Our Collections ([Special collections - University Library Services \(sunderland.ac.uk\)](http://sunderland.ac.uk))

- **Published books**  
Special Collections has a range of printed books and pamphlets which support the archive collections. Some of these printed books are now out of print and difficult to source elsewhere, others are part of the collections themselves.
- **Archival documents/objects**  
Some archival documents and objects can be temporarily removed for teaching purposes. Academic staff and Special Collections staff will agree the documents/objects, teaching location and date in advance.

## When?

- We would expect academic staff to contact Special Collections, and if necessary visit the collection, at least 4 weeks in advance of the material being required. This allows time for Special Collections staff to check if item/s are suitable for temporary withdrawal.
- WE MUST HAVE AT LEAST 3 FULL WORKING DAYS' NOTICE FOR TRANSPORTATION TO GUARANTEE THAT THE ITEMS WILL BE AVAILABLE FOR COLLECTION ON THE DATE AND AT THE TIME AGREED.
- Items must be collected from the arranged library on the day of use (date prearranged).
- Items must be returned to the library where they were collected immediately after the teaching session.

## Where?

Special Collections staff will arrange for requested items to be transported to the nearest library location to the teaching space. Academic staff will collect items from this location prior to the teaching session and return them to this location after the teaching session. Please note items must be returned on the same day of the teaching session and in the packaging provided.

- Items for sessions on St Peter's Campus are to be collected from and returned to the Help Desk at St Peter's Library

- Items for sessions on City Campus are to be collected from and returned to the Help Desk at Library@Murray.

The teaching space must be in the university, and the item(s) must be supervised at all times by the named member of academic staff.

## Who?

Academic staff who would like to use archival material during teaching sessions can make an appointment to meet Special Collections staff in the Reading Room to select appropriate material.

The 'Request for temporary withdrawal of material for teaching purposes' form (see below) must be completed in order for the documents/items to be transported to the appropriate place for collection on the pre-arranged date.

**Academic staff who have withdrawn the material are responsible for the security and condition of the withdrawn material at all times between collection and return.**

## SUMMARY PROCESS FOR ACADEMIC STAFF

1. Arrange an appointment to visit Special Collections to agree on material for temporary withdrawal.
  - a. If you have information about or the reference number for a particular document or items you would like, please let us know so that we can get them out ready for you to look at.
2. Complete the 'Request for temporary withdrawal of material for teaching purposes' during your visit. You will be given a copy of this – please bring it with you when you come to collect the items, along with your university ID.
3. The items agreed will be transported to the appropriate library help desk ready for you to pick up on the agreed date/time. Please bring with you your copy of the request form and your university ID.
4. Pick up your items at the agreed date/time/place and sign the receipt forms.
5. Ensure that the documents/items are in your personal care at all times.
6. After your teaching session return the items to where you picked them up and sign the receipt forms.

# University of Sunderland

## Special Collections

### Temporary Withdrawal of Material for teaching sessions

The following material has been withdrawn temporarily from the  
..... Collection, Special Collections, The Murray Building,  
University of Sunderland, Chester Road, Sunderland SR1 3SD:

<b>RefNo and brief description of material:</b>
<b>Number of items:</b>
<b>Purpose:</b>
<b>Library site for collection and return:</b>
<b>Date and time for the collection of material:</b>
<b>Date and time for the return of materials to the University:</b>
<b>Name and position of the person responsible for the materials :</b>
<b>Signature on collection:</b>
<b>Date:</b>
<b>Time:</b>
<b>Signature on return:</b>
<b>Date:</b>
<b>Time:</b>

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<b>Office Use</b> <b>University of Sunderland</b>	
Date request received	
Date materials prepared	
Date of transportation	
Date items arrived	
Date and time items issued	
Condition of material on issue including note of any pre-existing damage etc.	
Date and time items returned and checked by University staff	
Condition of material on return	