Guidelines for Bancroft Seminar Rooms

The following items are prohibited in the seminar rooms:

- Food and drink *(including water bottles)*
- Pens, highlighters, and markers
- Backpacks, bags, purses, and containers *(including laptop cases)*
- Cameras *(no photography allowed)*
- Umbrellas, wet clothes

Each class attendee may bring in the following paper items:

- Up to THREE sheets of loose paper
- ONE notebook or pad of paper *(no pockets)*

*Prohibited items must be put away in the lockers provided. Lockers require a quarter to operate. The quarters are refundable. Quarters may be borrowed from the Security Desk, but are in short supply.*

The faculty leader of each class assumes responsibility for the safety and preservation of research materials. All individuals participating should be aware of these rules:

- Hands should be washed prior to handling materials during the seminar.
- All materials examined at seminars should be handled with great care, and should be handled as little as possible. Seminar participants should be instructed to gather around the object, which should be placed on a book stand/foam cradle to minimize handling.
- Large books and manuscripts as well as books with weak or damaged bindings should always be placed on a book stand or foam cradle for viewing. Book weights will be provided upon request. Nothing else should be placed on books to prop volumes open.
- For special handling considerations, consult the Reference Desk.

**Check-in/out procedures for instructors and participants**

*Upon arrival, please report to the security desk and assemble downstairs until security confirms that the seminar room is open and the professor is present. Students will not be permitted to go up to the seminar room until it is ready.*

**Seminar instructors:**

- Inform the Security Desk of your arrival. *Any items you bring will be visually inspected.*
- Wait for a Bancroft staff member to escort you to the seminar room.

**Seminar participants:**

- **All seminar participants will be visually inspected for prohibited items**, and will be asked to place such items away in the lockers provided.
- Everyone must sign in on the class roster sheet supplied by Bancroft staff.

**After the seminar:**

- Send a student to inform the Registration desk that the material may be removed. Material must never be left unattended: please remain with the material until it is collected by Bancroft staff.
- At the Security Desk, please form a line and present notebooks/books/laptops to be checked. *Everyone must be inspected upon exiting as per The Bancroft Library policy.*