

Guidelines for Instruction Sessions in Special Collections Firestone

Special Collections in Firestone Library is located on C-Floor. Take the central elevator or stairway. When you arrive on C-Floor there are signs indicating the entrance to Special Collections.

You are not required to register for a [Special Collections Research Account](#) in order to attend a class session with Special Collections. But if you are interested in looking at Special Collections material in the future, you will need to make an account and then you can request material through either the library [catalog](#) or our [finding aids](#) site.

You are welcome to bring pencils, notebooks, laptops, tablets, phones, and if needed, course textbooks into a class. We do have paper and pencils in our classrooms.

Personal belongings that are non-essential to a class should be stored in one of our free, on-site lockers. Belongings include coats, hats, bags, pens, laptop sleeves, and the like. We do not allow food or drink in our classrooms. Water bottles and all drinks should be kept in a locker. The lockers are opposite the entrance to Special Collections and instructions on use are on top of the lockers.

After you place your belongings in a locker, you can go into the Special Collections reception area. You can then sign the class sign-in sheet located at or near our front desk.

After you have signed in, you should wash your hands at the sinks in our reception area. After hands have been washed, you can proceed into the designated classroom.

The Special Collections staff member assisting with the session can assist you with the above guidelines and let you know which classroom a session will be in. This staff member will also explain care and handling of material during each session.

You are welcome to return to Special Collections to conduct individual research after your class session. If you have any questions about accessing the collections, you can reach out to us via the online [Ask Us! form](#).