

James G. Harlow, Jr. Room

The Harlow Room

To reserve the Harlow Room or schedule a special event, consult with the Curator or Librarian. Arrive early enough to configure the tables, chairs, and projection equipment however you want them. Afterward, leave the room in the same arrangement and as clean as you found it.

Food and Drinks

With the exception of bottled water, food and drinks (even in library-approved containers) are not allowed in the Harlow Room during undergraduate classes. [Food and drinks may be allowed during graduate classes, special events, and colloquia so long as no Collections materials are present.]

Rare Books for instruction

1. **No food or drinks** may be present in the Harlow Room when Collections materials are checked-in at the Reception desk. Remove all food & drinks and make sure no sticky surfaces are present on surfaces where books may reside. Use foam cushions.
2. **No backpacks, bags or pens** may be present in the Harlow Room when Collections materials are checked-in. Before checking in Collections' materials at the front desk, stow bags, pens, and all items not necessary for the class in the Collections Lobby. If you plan to use books in your class, provide notice to your students and/or our staff; students can check their bags at the Reception desk at the beginning of class and save class time.
3. **Inform the attendant at the Reception Desk:** The attendant must know which books, and how many books, are present in the Harlow Room. Before taking any Collections' materials to the Harlow Room, talk with the attendant at the Reception Desk. **Hand the attendant the yellow checkout slips for each item.** Advance notice is necessary to ensure availability of vault books for classes. As part of the

Classes

Each semester several courses meet regularly in the Harlow Room. It is a particularly appropriate meeting place for classes that use primary sources from the 5th floor special collections. Other classes arrange single visits as need for materials arises.

Special events

The Department of the History of Science offers a colloquium series which often meets in the Harlow Room on Friday afternoons. The calendar is posted on the Department website. A bimonthly "Digital Humanities Special Techs" brownbag workshop will begin meeting Fridays in October.

check-in procedure, the Attendant will verify with you that all food and drinks have been removed from the Harlow Room.



4. Careful

handling procedures: Review the handouts for "Roller Reading Room," "Access to Vault Books," and "Careful Handling." Observe the same procedures, including: **wash hands** before handling, **avoid touching** text and illustrations, and **no pens**. **Foam cushions** are strongly encouraged. Use archival quality bookmarks. Only students who have been instructed in the handling of rare books should be permitted to do so.

5. **Checkout:** Either arrange with the attendant for a worker to come to the Harlow Room near the end of class to account for Collections books, or deliver the books to the Reception Desk before the end of class so that they may be accounted for. **Students will not be able to depart until all books are accounted for.**

SUMMARY: Food, drinks, bags

Undergraduate class: No bags in room; no drinks or food except bottled water.

Graduate class: No bags in room; no drinks or food when books are used except bottled water.

Colloquia: Bags, drinks, food okay. Registered researchers bags are searched upon departure.