

Archives and Special Collections Instruction Procedures

The Archives and Special Collections instruction team looks forward to working with you and your students! Due to increased interest in class instruction, the department has developed the following procedures, with the intent to provide quality instructional opportunities in a more fairly distributed manner.

For archival instruction sessions:

- *Instructors are encouraged to schedule archival instruction sessions at least a week prior to the start of the semester.*
- Requested dates/times are not guaranteed until confirmed. We book instruction sessions on a first come/first serve basis. Requests received after the start of the semester are much more difficult to fill.
- Instructors are expected to attend these sessions along with their students.
- When contacting us to schedule an instruction session for your class, please include the following information:
 1. Course Number and Title
 2. Number of students attending
 3. Several potential dates and times that would work for an instruction session in order of preference. We will make every effort to meet your preferences but might not be available at the times you most want.
 4. A description of the information you wish for students to gain from the session. If there are specific assignments requiring use of the Archives, please include these as well. We want to work with instructors to tailor instruction sessions to your needs and are happy to have conversations to work on this together. A copy of your course syllabus is very helpful for our staff to better understand how we can best fit our resources to your needs.

For class research projects involving archival research:

- Due to limited space, reservations by an instructor to conduct group research in our reading room cannot exceed eight students at one time. Larger classes might have to be divided across different days or times. Of course, students may visit Archives and Special Collections outside of class time to complete research assignments any time during our open hours.
- Please contact archivesdept@olemiss.edu to schedule these visits and for assistance in deciding upon a selection of collection boxes pulled in advance of the visit.

We sincerely thank you for your ongoing support of Special Collections and are excited for the upcoming start of the semester.