

## Bringing your Class to Special Collections

Hello, and welcome to Special Collections at Cunningham Memorial Library. Special Collections is made up of Rare Books and Manuscripts, University Archives, Digital Initiatives, and the Permanent Art Collection. We have a wide variety of materials to help you and your students with research spanning art, history, literature, and data management. If you would like to bring your class in, here are some helpful tips to make the experience more beneficial and enjoyable.

### Scheduling

- Please schedule with us in advance, ideally at the beginning of the semester when you are working on your syllabus. This gives us plenty of time to pull items and make sure that we have an appropriate space available.
- Please call 812-237-2610 if you need to reschedule or cancel a class.

### Meetings

- Scheduling an initial meeting with our University Archivist, Permanent Art Curator, or Department Chair can be very helpful as it allows us to discuss the details and goals of your visit.
- During the initial meetings please let us know what your expectations are and if you will be requesting specific materials for your class. If you don't have any specific materials in mind we can highlight items in our collections and give you advice on relevant resources for your students.

### Assignments

- In order to help us accommodate your class' needs, please send us information about the course or assignment so that we can prepare appropriate materials for you and your students.
- We can also assist you in building an assignment using our assets.

### Contacts

- Cinda May: Department Chair and head of Rare Books and Manuscripts. Email: [Cinda.May@indstate.edu](mailto:Cinda.May@indstate.edu). Phone: 812-237-2543
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