**Requester’s name:** **email address:**

**A: CLASS / LECTURE / EVENT**

**UCL school:** SLASH / BEAMS / SLMS / DOCTORAL SCHOOL / other:

**Faculty:** Arts & Humanities / Laws / Social & Historical Sciences /

 Institute Of Education / Bartlett / Engineering /

 Mathematical & Physical Sciences / Brain Sciences /

 Life Sciences / Medical Sciences / Population Health Sciences

**Department(s):**

**Degree subject(s):**

**Qualification(s):** Batchelor’s / Master’s / PhD

**Module code(s) and title:**

**Students’ course-year(s):** 1 / 2 / 3 / 4 / mixed

**Date of class or lecture:**

**Title of session:**

**Time of class or lecture (ordinarily between 10am and 4pm to allow for transfer of books and archives from and to store):** **from** **until**

**Anticipated number of people attending:**

**Venue, if over 20 people attending:**

For groups of 20 or fewer, we shall when possible book a teaching room in DMS Watson Science Library or Institute Of Education to reduce risk to material in transit. We’ll contact you to let you know the venue we have booked.

**B: Support requested**

**Which of the following types of support are you requesting? A. / B. / C.**

 A. Course tutor(s) prepares and delivers session; Special Collections staff supervises use

 of the material.

 B. Course tutor(s) and Special Collections staff share preparation and presentation of

 session.

 ***Contribution of Special Collections staff:***

Full session / hour(s) minutes

C. Member(s) of Special Collections staff prepares and delivers

 session, in consultation with course tutor(s)

**Details of any departmental tutors who will be present during the session:**

 **name:**   **email:**

 **name:**   **email:**

**C: Material requested**

**Would you like to make an appointment with a member of Special Collections staff to discuss how the collections can be used to support the session?** yes / no

**If you already know some or all of the items from UCL’s archives, rare books, manuscripts and records you would like available for the session, please give their details in the table below.**

***Most items will take a minimum of 2 weeks to arrive from store, although items marked ‘REF COLLECTION B’ on Explore can usually be accessed more quickly.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CLASSMARK / REF NO.** | **DATE** | **AUTHOR** | **TITLE / DESCRIPTION** | **VOL** | **BARCODE & REF COLL K/B** |
|  |  |  |  |  |  |
| **1**. |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.**  |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |
| **7.** |  |  |  |  |  |
| **8.** |  |  |  |  |  |
| **9.** |  |  |  |  |  |
| **10.** |  |  |  |  |  |

***Please email this request to*** ***library.spec.coll.aca@ucl.ac.uk***

***The Special Collections team will then contact you to confirm the booking, and to make an appointment to discuss the session where you have requested this.***

***We are always open to new ideas for using the collections to support teaching and learning, develop modules, and embed UCL’s wealth of rare and early printed books, archives, manuscripts and records in the curricula. Please contact Tabitha Tuckett on*** ***t.tuckett@ucl.ac.uk******.***

**D: OFFICE USE ONLY** Room: 417 / 106 / IoE Lib Teaching Rm / SJRR / other:

(Time spent is event-only, not preparation / pack-away time)

Name of Special Collections presenter 1 Time spent at event:

Name of Special Collections presenter 2 Time spent at event:

Special Collections courier / invigilator 1 Time spent at event:

Special Collections courier / invigilator 2 Time spent at event:

Numbers present: UCL staff: UCL students: non-UCL: