We look forward to having your class here with us at Houghton Library.

Following class sessions we welcome students to return and consult materials in the Reading Room. To use the Reading Room, students will need to register as readers. For help getting started with a project, they may request an orientation with reference staff. Our Student’s Guide to using Library may also be helpful. Houghton’s hours are posted here.

For the day of your class, please keep in mind:

No food or drink is permitted in the Library.

All bags, folders and other containers must be placed in lockers.

Students and faculty should bring as little as possible to the Seminar Room itself. Pencils and paper for note-taking are provided.

The lobby guard must inspect all items brought in and out of the Seminar Room.

All classes will be introduced briefly by a staff member to the repository and provided with basic handling instructions.

The material will be arranged on the Seminar Room table or in a display case. Students are welcome to circulate around the table and examine the material closely, but books and manuscripts may not be passed from hand to hand.

Equipment (such as scanners or light sources) that rests directly on collection material is not permitted.

Reference photography of class materials may be permitted if arrangements are made in advance. Please see our Digital Camera Policy.

Thank you.