



COLLEGE *of*  
CHARLESTON

# Incorporating Special Collections and Archives into your Teaching

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# What to Expect from this Session:

1. Learn about Special Collections and Archives', mission, vision, and holdings
2. Explore multiple paths to discovering collections and materials
3. Understand how to incorporate Special Collections materials and services into your classes through instruction sessions and reading room visits
4. Answers to your questions about Special Collections Instruction, Access, and Research Services

# About Special Collections

The Special Collections Department of the College of Charleston was founded to support the teaching and learning mission of the College of Charleston and to promote scholarship on the South Carolina Lowcountry and the broader Atlantic World. Its holdings include over 600 manuscript collections related to the history and culture of the South Carolina Lowcountry, the records of the College of Charleston, and more than 40,000 rare books and pamphlets.

The primary mission of Special Collections is to evaluate, acquire, organize, preserve, and make available regionally significant and/or rare printed and archival materials to support the college curriculum and student, faculty, and patron research. Special Collections faculty and staff are committed to utilizing a collaborative, multi-faceted approach in support of that mission and are dedicated to employing established best practices to enhance access to our collections.

Special Collections envisions itself as an incubator for research through the stewardship of and access to the diverse histories of our institution, communities, and beyond. We encourage curiosity, enhance discovery, stimulate critical thinking, and provide innovative and collaborative approaches to scholarship, access, and pedagogy.



# Paths to Discovery

1. Special Collections Website: <http://speccoll.cofc.edu/>
  - a. [Primo Discovery](#) (Library Catalog)
  - b. [ArchivesSpace](#) (Finding Aids Database)
  - c. [Digital Collections](#) (Lowcountry Digital Library)
2. Helpful LibGuides
  - a. Special Collections: <https://libguides.library.cofc.edu/specialcollections>
  - b. Introduction to Archival Research: <https://libguides.library.cofc.edu/archivalresearch>
  - c. Faculty Services (Instruction):  
<https://libguides.library.cofc.edu/facultyservices/instruction>
  - d. Course Libguides: <https://libguides.library.cofc.edu/>
3. Social Media
  - a. Instagram: [@cofcspeccoll](#)
  - b. Twitter: [@CofCSpecColl](#)

# Incorporating Special Collections Services and Materials into your Teaching



- Option #1: Scheduled Instruction Sessions Facilitated by Library Faculty
- Option #2: Requiring students to visit Special Collections to do research for a project with or without an instruction session

# Option #1: Scheduled Instruction Sessions

Reach out via email ([fairchildmj@cofc.edu](mailto:fairchildmj@cofc.edu)), phone (843-953-8016), our [Contact Us Form](#), or [Instruction Request Form](#), as EARLY as possible!

Initially Share:

- Course name and number
- Expected Enrollment
- Preferred Dates
- Syllabus and/or assignment
- Session Goals and Expectations
- Collections interested in
- Online/In-person?
  - Synchronous/Asynchronous



# Consulting, Preparing, and Planning: Let's TALK!

- What are your goals for the session(s)?
  - What is the most important thing for students to get out of the session?
- Will there be an associated assignment?
- Who will select and request materials for the session or visit—course instructor, instructional librarian, some combination?
- How do you want Special Collections instructors to be involved in the delivery of instruction during the session?
- Should our lesson take the entire class meeting time, or will you want time in the session to discuss class readings, hand back papers, make announcements?
- Will you help to encourage your students to participate in our assessment program (survey)?

# Option #2: Visiting the Reading Room

Reach out via email ([fairchildmj@cofc.edu](mailto:fairchildmj@cofc.edu)), phone (843-953-8016), our [Contact Us Form](#), or [Instruction Request Form](#), as EARLY as possible!

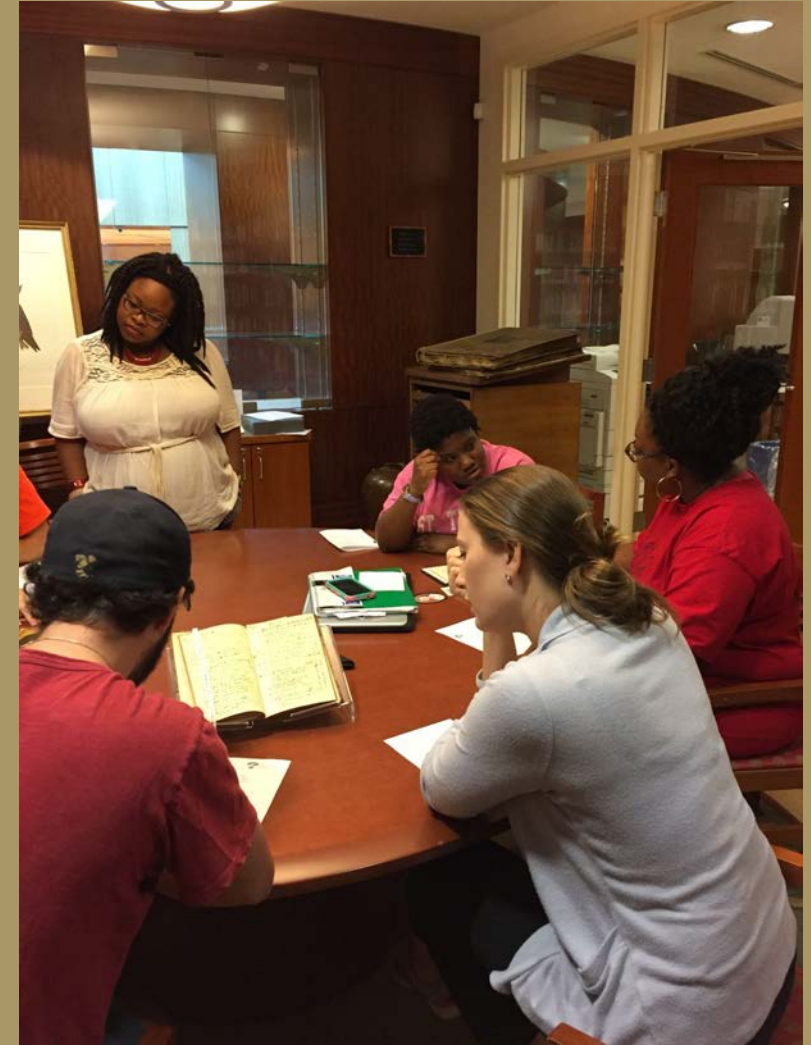
- If a follow-up visit to the reading room is expected after an instruction session, we strongly suggest (co)creating a predetermined list of materials for your students to engage with when they visit on their own. Think of it as a course reserve or teaching kit of Special Collections materials!
- If we are not doing a formal instruction session and students will be visiting Special Collections on their own, will you prepare your students for our entry procedures and expectations? Special collections entry procedures and requirements (bag lock up, clothing restrictions) can be alienating for students, and it's ideal to have students prepared ahead of time.





# Visiting the Reading Room

- Appointments and Hours for Access:
  - <https://speccoll.cofc.edu/using-special-collections/access/>
- Appointment Booking:
  - LibCal:
    - <https://libcal.library.cofc.edu/reserve/spaces/specialcollections>
  - Contact Special Collections:
    - <https://speccoll.cofc.edu/about/contact-us/>



# Contact Information

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