

Handling and selecting instructions for Special Collections material and lectures (or other presentations)

Preparing for your lectures

In preparation for the lecture, the lecturer provides a list, at least 2 weeks in advance, containing all intended Special Collections materials for the lecture (or presentation). To familiarize oneself with the objects, please request and examine all items in the Special Collections Reading Room before making a definite selection. Attention should be given to the physical condition, particularities of the material, and the specific folios that will be shown.

- Preferably select books and manuscripts that open easily and items that are not very fragile.
- The curator(s) and restoration department will review your list of items, potentially they may not approve selected items or suggest alternatives.
- Prepare a script. Especially in the beginning, switching your attention between your students (whether online or physical), operating the Visualizer and/or a PowerPoint, and correctly handling the material takes some getting used to. Know what you want to show, e.g. mark the pages to be shown with a strip of paper. This avoids unnecessary searching and flipping through folios during the lecture.
- Teachers can only carry out lectures using the Visualizer independently if a Visualizer training session was attended. These training sessions are held semi-annually.
- When using the Visualizer, keep in mind the size of the material when selecting material. The Visualizer table is 80 cm wide, but the area that comes into view (and is projected on the smart board) is smaller. On the table, the projection frame covers a maximum of about A3 size.

Practical matters during the lecture

Rules of thumb

- Work with clean hands. Please wash your hands before the lecture.
- The material should be touched as little as possible. Especially try to avoid touching folios when pointing out details.
- Plano (flat) items should be laid on a flat pad, books and other bound materials should be displayed on pillows.
- Use the weights (the black lead laces) to hold materials in place, not your fingers.
- Remove material from their boxes and folders only as they are needed. Likewise, put items back in their boxes before proceeding to the next piece.
- During the lectures, only the teacher is permitted to handle the objects.

When using the Visualizer

When utilizing the visualizer necessary tools, lead laces, a paper ruler, the remote control, and some cushions to support books are provided. On the table of the Visualizer there are a white and a black foam pad for flat/unbound items (like prints, drawings, loose photographs, maps, letters). Make sure the surface of the page is displayed as horizontally as possible, this will make focusing and zooming easier. Do not use a larger cushion than necessary and handle the cushion, not the object itself, to maneuver the material under the camera.