

Special Collections and University Archives  
University of Oregon Library

**Class Project Plan**

Your name: \_\_\_\_\_

Your email: \_\_\_\_\_

Your phone: \_\_\_\_\_

Your department: \_\_\_\_\_

Class number: \_\_\_\_\_ Title of class: \_\_\_\_\_

# of students: \_\_\_\_\_

Date of class visit to SPC: \_\_\_\_\_

**Please attach a copy of the assignment as given to your students.**

Date project will be assigned: \_\_\_\_\_ Date project is due: \_\_\_\_\_

Please understand that *we are very happy to have your students using primary source collections*. We feel strongly that these collections are here to be used, and that there is no better way to inspire excitement about research than to have students work with original documents.

However, we take our responsibility as custodian of these materials very seriously. We insist on careful handling, and that our researchers demonstrate respect for the materials as fragile objects and as intellectual property.

Your students will be asked to sign a contract to ensure that they are fully acquainted with our expectations. If they fail to comply with our policies and procedures, for the safety of our materials and the protection of other researchers, we may have to deny them access to the materials.

Please help us by preparing your students, to help them understand the potential discoveries they may make, and their role in the scholarly profession. We expect them to treat us as colleagues in the research profession. We treat them as serious researchers, and we value their work.