**Guidelines for group teaching sessions**

In order to effectively manage requests for group teaching sessions, we ask all course leaders to read through the following guidelines *before* submitting their proposal.

**Prioritising requests for group teaching sessions:**

* All requests for group teaching sessions will be considered, including requests from teaching staff at external academic institutions (N.B. Please note that fees may be charged for external groups). However, priority will be given to requests from SOAS course leaders in support of the teaching and learning objectives of the School.
* Priority will also be given to those requests where the group teaching session is an embedded, and therefore mandatory element of the course.

**Responsibilities of course leaders:**

* Course leaders will identify and select archival material for their teaching session, and provide references for the items required at least 2 weeks (10 days) in advance of the session. We are very happy to advise course leaders in locating potentially relevant material, but we are unable to undertake research or sourcing on your behalf.
* Where course leaders are unfamiliar with Archives & Special Collections at SOAS Library, please contact us on docenquiry@soas.ac.uk or telephone 020 7898 4180 for an informal discussion in the first instance.
* Where specialist IT or AV equipment is required for the session, e.g. laptops, headphones, course leaders will make these requirements known to ASC staff well in advance of the session. Where necessary they will also assist ASC staff with the set up of this equipment on the day of the session.
* Course leaders will make any necessary arrangements for the involvement of language or other specialists in their teaching session.
* Course leaders will inform ASC staff of the expected number of students attending the session. Please note that ideally the maximum number per session is 10 people. However, consideration can be given to the management of larger groups provided that adequate notice is given.

**Responsibilities of ASC staff:**

* ASC staff will retrieve all material identified by course leaders from the archive store, and set up displays of material in accordance with directions provided by course leaders in advance of the session.
* Where specialist IT or AV equipment has been requested by the course leader for their session, ASC staff will liaise with relevant teams to make the necessary arrangements.
* A member of ASC staff will be present throughout the session to oversee the handling of original material on display. Handling guidelines will be provided for all participants. Gloves and other equipment will be made available where required.
* ASC staff, where requested by the course leader, will deliver introductions to the service, collections, catalogues and finding aids, and offer professional guidance on understanding, navigating and interpreting archives.

**General:**

* We are keen to create a photographic record of the sessions that we facilitate, and may therefore ask course leaders and participating students if they consent to photography taking place during the session.
* Where ASC staff have participated in the delivery of the teaching session, we will ask course leaders and participating students to complete feedback forms and to offer verbal feedback. This helps us to modify and improve course content in the future.