



THE NEWBERRY

ADULT EDUCATION SEMINARS

Readings and Materials

General Overview

These documents have been updated to clarify our policies regarding readings and materials to help streamline the process for all involved. In order to ensure that everything is in order by the beginning of the seminar term, please pay careful attention to these policies and some new deadlines included below .

All seminar proposals should include a Materials List of required and/or recommended texts. ISBN-13 numbers *must* be included for all books. Please describe how you recommend the materials be obtained (especially if not readily available in print). Review the following options and include your method of distribution in your Materials List.

We will not consider proposals that ask participants to read more than 200 pages of fictional prose per week or more than 75 pages of poetry or non-fictional prose per week. We suggest keeping well below this maximum for the most enjoyable experience for the participants. We will not consider proposals that require out of print texts or large amounts of photocopying; check to see that the texts you have listed are in print.

While we encourage instructors to send out readings themselves during the course, before the seminar begins, any readings not easily accessible in a book must be distributed by the Newberry. This is because the Seminars program does not have access to an online academic portal to distribute materials or view participants contact information, such as email addresses.

***Please note:** While we are able print copies of syllabi (~1-3 pages) for you to pass out to participants on the first class, *The Seminars Office cannot make copies of printed reading materials.* If you need materials printed, you are responsible for providing copies or for providing digital file for participants to print on their own. If you wish to distribute readings for an entire course in the form of a **course packet**, please see the section on course packets below.

Types of Readings and Materials

1. **Books:** The Seminars Office will request all seminar books (when provided with the ISBN-13) to be stocked in The Newberry Bookstore. The Bookstore Manager makes all final stocking decisions. We highly encourage instructors to select texts that are easily attainable by both participants and the bookstore. We will not consider proposals that require purchase of out of print texts. If you have a specific edition you'd like us to order, please include that in your proposal.
2. **Selected Readings:** if you plan on using articles, excerpts, scanned items, or some other selection of shorter texts not collected in a volume, there are two options for distributing readings to participants:
 - a. **Self-distribution:** you as the instructor can supply these materials to participants, either electronically (via email, dropbox, or personal website) or in print-outs. Please keep in mind that due to staff and facilities constraints, the Seminars Office cannot handle ad-hoc printing or copying. Printing and copying handouts will be at the instructors' expense.

- b. **Newberry distribution**: the Seminars office can aid in the distribution of materials. To ensure convenience for all participants, regardless of comfort with electronic texts, we will offer participants the choice between printed **Course Packets** (printed professionally at cost to the participants) or free **Digital Materials** sent by our office. In both cases, they receive the readings when the class begins. Please pay careful attention to our policies regarding ordering Course Packets as all materials for your course packet must be received by the seminars office **no later than one week before the start of the term.**
3. **First readings**: If you expect participants to do any reading or preparation before the first class meeting, please specify these details in your proposal. *These instructions should also be placed as the last sentence in your submitted brochure text.* We will upload these readings to our website so that when people register they will have access to the readings. As such, we will need your readings well before registration opens in order to upload them to our site. Please check with the Seminars Office for this term's official deadline. Keep in mind: All materials sent out before the first class session must be distributed by the Newberry and not the instructor.
4. **Newberry Collection Items**: We encourage the use of Newberry collection items as readings or materials for your seminar.

Please see the following pages for more information and instructions regarding each of these options

Newberry Distribution of Selected Readings

If you choose Newberry Distribution for your selected readings, during registration we will offer the participant one of two options to receive readings:

1. A physical **Course Packet** sold at printing cost to the participants on the first day of the class
2. Free **Digital Materials** sent by our office once the course starts

Course Packet Instructions

If you plan on assigning readings from a variety of sources or offering a large number of handouts, consider ordering a bound course packet of readings from the Seminars Office as they can help alleviate the burden of copying for you.

Please note the following policies regarding course packets:

- You must **request a course packet in your original proposal** so that we can include that information in the materials lists and all registration confirmations. While you do not have to have all materials submitted at the time of your proposal, **we do need a page-count estimate (accurate within 10 pages)**. We will be adding a survey question to your online registration page, polling registrants whether they prefer a printed course pack or a free digital download, and will include a rough estimate of cost. ***Please note that this is a new policy** that will allow us to fully inform our participants about the additional cost and ensure an accurate count for printing purposes. The Newberry fronts the money for printing these packets and if registrants opt out after saying they want a hard copy, it's a monetary loss for us.
- All materials for your course packet must be received by the seminars office **no later than one week before the start of the term**, so we can have them printed, bound, and ready for your students on the first day. ***Please note that this is a new policy.** This change is to ensure that we have everything in order well before the start of the term. If your materials are not ready by this deadline the Newberry will not be able to provide course packets for your class; however, we will happily provide you with information and advice on printing services that you can use to compile your own packets!
- Course packets are sold at cost to the participants. When compiling your materials, please keep in mind that printing costs **\$0.22 per page plus an additional \$6.00 for binding.**
- We prefer course packet files to be sent digitally as an email attachment (**as PDF or word files only**). Because the Newberry mail server has trouble opening large files, if you plan on sending a large file, please contact us ahead of sending and we will provide you with an alternate email address to direct these file to. We are also happy to receive files via **Google Drive or Dropbox.**
- To ensure that your course packet is printed the way you envision it, **please number the documents** and include that number in the file name. They can have other titles too, but the numbers will help eliminate error as we compile your course pack. (e.g. Week 1_DOCUMENT NAME).
- We highly recommend including a **title page** and **table of contents** with source information.

*On the first day of your class, your course packets will be delivered to your room. From there it is the instructor's responsibility to distribute packets to participants and collect payments in the form of **cash or checks (made out the "The Newberry Library")**.

*If you plan to use a course packet, but also hope to distribute **readings before the first class**, we will host the files digitally for download by the participants. See our “First Readings Instructions” for more information on this procedure.

First Readings Instructions

These instructions should clarify our procedures relating to assignments and readings for participants to complete before the first meeting of the seminar.

- The Newberry generally **discourages** assigning readings that are not easily accessible in a book required for the class before the first session.
- If you are assigning readings or any other activity before the class, we will include that information in **the last line of the seminar’s course description**, both on the website and in the brochure. Please include it in your proposed seminar description. Due to space in the brochure, we may need to edit and simplify the assignment.
- The assignment in its entirety will also be included **in the “Readings for the First Day” section of the materials list**. This materials list will be included on the seminar’s webpage and in printed registration letters (sent only to those who register by phone, mail or fax). **Registration emails** will include a link back to the seminar’s webpage which will have the readings listed.
- For classes in which a first reading will *not* be from a required book, **we will host the electronic file for participants to download from our website**. The link for this material will be included in all registration letters and emails. This ensures that all participants have access to the file immediately, whenever they sign up. Because the link will be available as soon as participants sign-up, **instructors must provide the files of all digital first readings to the Seminars Office before online registration opens. For Fall 2015 this date is July 31, 2015**
- Because the Newberry mail server has trouble opening large files, we may ask that you send first reading documents to our specially created file email. Please contact us ahead of time if you will need to send large files and we will provide this information.
- Be as clear as possible in naming your documents. If you have more than one reading, please **number the documents** in the order you wish for them to be read.
- We highly recommend including a **title page** and **table of contents** with source information.

Newberry Collection Items

We welcome the inclusion of any **Newberry Collection materials** into your course.

The Seminars Office will scan or copy **up to 40 pages** of carefully selected materials that **are not easily available through other area libraries** (i.e. rare books, manuscript materials, correspondence). Because these documents are fragile and our department will be doing all this labor, please be considerate and rigorous when choosing what to include. Also consider sharing Newberry materials with your participants by showing personal photographs of collections items (which can be taken during research) and displayed using our overhead projectors.

- When you have chosen your materials, instead of having Library Assistants re-shelve the items, you should place them on reserve under your own name using our online Aeon circulation system.
- Please **flag all desired pages** and individual items (with acid-free paper).
- Then send a **list of the requested photo-duplications** to the Seminars Manager, including the following information: title; author; date; call number; box, folder and/or folio number; page number; a description of document and what you want duplicated (whole document, first page, etc.). Please be as detailed as possible. **You do not need to fill out the internal photo-duplication form.**
- As the duplication is a lengthy process (depending on the items), to include the items in the course materials, they must be reserved and requested, at minimum, **three weeks before the start of your seminar** (more time is appreciated!).
- Collection items can be distributed by the instructor or by the Newberry. For more information see our section about [Newberry Distribution](#).
- If you would like participants to access Library materials directly, you can give them a list of resources with call numbers or even set up a reserve shelf. Keep in mind that seminar participants may not have reader's cards, although we do encourage them to go through the reader registration process. If you are interested in setting up a reserve shelf, please contact the Seminars Manager.