

AMERICAN HERITAGE CENTER INSTRUCTIONAL SERVICES

The American Heritage Center (AHC) is UW's archives, rare books, and manuscripts repository. Most universities have special collections. Few have special collections as extensive and significant as the American Heritage Center. More importantly, few universities have special collections as welcoming and accessible to undergraduate and graduate students. Not a dusty attic or an exclusive sanctuary, the AHC is a welcoming, lively, place where both experts and novices engage with the original sources of history.

The American Heritage Center takes pride in supporting the educational mission of the University of Wyoming and offers research, bibliographic and course development assistance to instructors and students. The AHC's mission is to make its collection material a visible, vital, and accessible resource for students, scholars, and the public.

The opportunity to do hands-on, primary source research at the AHC, with assistance from expert reference archivists and rare book curators, is one of the ways UW offers personalized, connected education. Students have the opportunity to work with collections of international importance- last year scholars and other researchers from 48 states and 21 nations used the AHC's collections. Recent documentaries on PBS's American Experience and on the History Channel have featured AHC collections.

The AHC's collections are of interest to far more than history majors. Last year students from courses in 16 departments--African-American Studies, American Indian Studies, American Studies, Anthropology, Art, Geography and Recreation, History, the Lab School, English, Music, Nursing, Pharmacy, Secondary Education, Sociology, University Studies, Women's Studies--did research in the American Heritage Center. The AHC, in fact, is used more actively by university students than similar repositories at Yale, Harvard, and Princeton.

AHC collections go beyond Wyoming's or the region's borders and support a wide range of research and teaching activities in the humanities, sciences, arts, business, and education. Major areas of collecting include Wyoming and the American West, the mining and petroleum industries, U.S. politics and world affairs, environment and natural resources, journalism, transportation, the history of books, and 20th century entertainment such as popular music, radio, television, and film.

We welcome instructors to bring classes to the American Heritage Center and our staff is eager to work with instructors to make every class visit an exciting and productive experience. To that end, we ask that instructors comply with the following guidelines pertaining to scheduling classes or giving class assignments involving American Heritage Center resources.

AHC INSTRUCTIONAL SUPPORT SERVICES

The American Heritage Center Reference Staff is happy to assist instructors wishing to bring classes to the American Heritage Center. We are prepared to serve classes in grades 4 through 12 and all community college and University students. We are able to offer the following services to instructors and classes:

- **Bibliographic Classes** to assist students in learning how to use the reading room resources and conduct primary research.
- **Topics Classes** to introduce students to collection material in our holdings relevant to a particular topic of interest
- **Research Classes** to assist students in utilizing primary documents and other collection materials for personal or directed research.
- **Tours** to acquaint students with the American Heritage Center, its various departments and its resources.
- **Course or Unit Development Assistance** to provide assistance to instructors wishing to develop full courses or instructional units based on AHC collection materials.

CLASS ASSIGNMENTS

We welcome instructors to give class assignments that utilize the resources at the AHC. **However, due to staff limitations and the unique procedures required for patron access and use of AHC collection materials, we ask that instructors contact the AHC Reference Department to advise them of the assignment being given and provide a copy of the assignment for AHC staff reference. This will allow AHC staff to provide the best possible assistance to students, implement special procedures for quick access to the required material, and minimize unexpected impact on AHC Reading Room staff. If your students are unfamiliar with the procedures for accessing and using archival materials, we urge you to schedule a reading room orientation for your students prior to assigning work in AHC collections.** Arrangements for orientation classes may be made by calling the AHC Reference Desk at (307) 766-3756 or by emailing the AHC Reference Department at ahcref@uwyo.edu.

RESEARCH CLASSES

Instructors wishing to schedule research classes must schedule a time to meet with the archivist assigned to their class to identify collection materials which they wish to have their students examine. The AHC Reference Staff cannot research collections for instructors or patrons but will be happy to work with instructors to assist them in identifying appropriate material for their classes.

Once the instructor has identified the desired material for use by their class, the AHC Reference Staff will retrieve the material and make it available for use by class members for the duration of the assignment.

CLASS VISIT SCHEDULING

Instructors wishing to bring classes to the American Heritage Center must schedule a time for their visit at least two weeks in advance. To schedule a class visit to the American Heritage Center, we will need the following information.

- Type of activity desired
- Requested date(s) of activity
- Arrival time and approximate departure time for group
- Name of class and/or school
- Name of instructor
- Mailing address of instructor
- Daytime telephone number for instructor
- Email address of instructor
- Estimated number of students participating in visit

Instructors may schedule a class, request assistance or advise the AHC Reference Staff of an upcoming assignment involving AHC collection material by calling the American Heritage Center Reading Room at 766-3756 or by sending an email to achref@uwyo.edu.

PLEASE NOTE:

Due to space and staffing limitations, American Heritage Center is unable to accommodate drop-in classes. Only scheduled class groups will be accommodated.