Dr. Anthony’s recollection from the 8/25 meeting. When assigned to the project, students should follow up with the contact to ensure everyone is on the same page, but this hopefully provides a starting place.

Items that need to be stored encompass the entire building that Special Collections is in, and it also includes non-special collections on the first floor, some of which is Bound Periodicals and some of which is part of the main collection. Note that Special Collections has more limited hours (Monday-Friday 8-5 except for a lunch closure 12:30-1:30pm, extended hours until 7pm on Tuesday and Wednesday, and available some Sundays, if the staff member who is the point of contact for the project is working those days), but the other portions are open the same hours the library generally is – 24/5 for SU students with their ID for swipe access, with different schedules around holidays.

The maps below are taken from [Floor plans of library • Southwestern University](https://www.southwestern.edu/library/a-z/floor-plans-of-library/) and [Floor plans of library • Southwestern University](https://www.southwestern.edu/library/a-z/floor-plans-of-library/). In general, the areas under consideration are the ‘left’ region that looks like it was added on to the main library. This includes anything blue or red labeled special collections, as well as areas in main labeled the 000s-100s, and the Bound Periodicals F-Z and Bound Periodicals A-E. Dr. Anthony doesn’t think it includes the Music CDs or Microforms area. Note that there’s some interesting stairways/configurations so the areas may not look exactly as on the map, but the staff member was happy to walk me through (some of Special Collections is locked/not normally accessible) and can do the same for students on the project. You will have their email, but also their office phone – which accepts texts!



