**\*For UML use only\***

**John Rylands Research Institute Guidance Notes**

**Role of Curatorial Buddy for Pilot & Seedcorn Projects & Visiting Fellowships**

**System of allocating curatorial buddies to Institute fellows**

After an application to the John Rylands Reseasrch Institute is successful a member of the Special Collections (SC) curatorial team will be allocated to the project as a curatorial buddy. The person most likely to be chosen for this role will be the curator with the relevant curatorial responsibility or the relevant SC Academic Engagement lead if the fellow is working across collections.

The successful Institute fellow will be asked to make contact with their curatorial buddy to agree the following:

* + when the project will start and end
	+ how they will report on progress for example, they might meet up with their curatorial buddy on a monthly basis to give an update
	+ when the evaluation of the project will take place (Separate evaluation forms from both the fellow and the curatorial buddy are required). We would normally expect evaluation of the project to happen within two weeks of completion of the project using both forms

**Working with your Institute Fellow**

The purpose of the role of the curatorial buddy is to work with the Institute administrator to support Institute fellows throughout their projects. When the fellow arrives it is the curatorial buddy’s role to:

* introduce their fellow to the staff in SC and, where relevant, their functions
* explain how they access the staff room, toilets etc.
* explain the SC eating and drinking protocols
* advise their fellows about SC emergency procedures
* check that their fellow has access to a ‘hot’ desk either in the Institute office or elsewhere
* are briefed about how they will access the collection/s and introduced to the staff that will be assisting them.Where possible, the curatorial buddy will produce a set of written instructions to ensure all the parties involved have a shared understanding of the procedures. **Please make sure you consult colleagues in Collection Care, SC Reader Services and the relevant Collection Managers when making these arrangements**
* arrange ‘handling’ induction through the Collection Care Team Co-ordinator

If the collections can only be consulted in a SC Reading Room the standard reader services protocols will apply so a curatorial buddy should explain these to their Institute fellow including:

* how to book into the reading room via the generic email address uml.special-collections@manchester.ac.uk
* what the opening hours are
* the ‘no bags’ policy
* the advantages of booking in advance so the material is ‘ready to go’ when they arrive
* how to sign in and out
* how to order material through the ‘slip system’
* how the systems of self-service photography and ordering images from HIT work

**John Rylands Research Institute: Checklist for Curatorial Buddies**

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| **Activity** | **Yes/No?** | **When?** |
| **At the start of the project** |  |  |
| Has your Institute fellow contacted you? If no, please inform the Institute Administrator |  |  |
| Have you agreed when the project will start and finish? |  |  |
| Have you agreed how progress will be reported? |  |  |
| Have you agreed a deadline for the project’s evaluation? |  |  |
| Have you passed on the relevant evaluation form to your Institute fellow and explained the evaluation process? |  |  |
| **When the Institute fellow arrives** |  |  |
| Have you introduced your fellow to SC staff? |  |  |
| Have you shown them where the staffroom and toilets are? |  |  |
| Have you advised your fellow about the SC Emergency procedures? |  |  |
| Have you explained the protocols for eating and drinking in SC? |  |  |
| Have you checked your fellow has access to an appropriate ‘hot’ desk? |  |  |
| Have you made arrangements for your fellow to access the collections? |  |  |
| Have you agreed your access plan with colleagues in Collection Care, SC Reader Services and the relevant Collection Manager?  |  |  |
| Have you produced a set of written instructions? |  |  |
| Have you arranged ‘handling’ induction through the Collection Care Team Coordinator? |  |  |
| If relevant, have you introduced your fellow to our Heritage Imaging Services?  |  |  |
| **If your fellow is consulting collections in one of the SC Reading Rooms** |  |  |
| Have you consulted the Coordinator of the SC Reading Room Team? |  |  |
| Have you explained how to book into the SC Reading Rooms? |  |  |
| Have you explained when the reading rooms are open? |  |  |
| Have you explained the ‘no bags’ policy? |  |  |
| Have you outlined the advantages to booking in advance? |  |  |
| Have you explained the signing in and out system? |  |  |
| Have you given your fellow an introduction to the relevant finding aids? |  |  |
| Have you outlined how to order material through the ‘slip’ system? |  |  |
| Have you explained the system of self-service photography? |  |  |
| If relevant, have you explained how your fellow should request digital images from the HIT? |  |  |
| **Evaluation of the project** |  |  |
| Have you explained the evaluation process to your fellow and collected their completed evaluation form? |  |  |
| Have you completed your own evaluation form including feedback from the Reading Room team, Collection Care and HIT as appropriate? |  |  |

**UML Staff Evaluation form for Pilot, Seedcorn & Visiting Institute Fellowships**

**To be completed by the curatorial buddy assigned to the project. Please make sure you include feedback from the Reading Room, Collection Care and Heritage Imaging Teams as appropriate. Comments should be confined to a side of A4**

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| **What has gone well?** |
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| **What has gone less well?** |
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| **How can things be improved for next time?** |
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