

FEATURES OF THE CLASS REQUEST TOOL

The most basic functions of the CRT are to streamline faculty requests for classes and staff management of classes (assigning staff, scheduling classrooms, arranging for presentations, etc.) in a simple, shared, online environment.

The CRT also facilitates easy collection of and reflection on data in support of our goal of offering consistently successful teaching and learning experiences.

CRT CONNECTIONS

The CRT utilizes a linked feedback form on every page where staff and users can send queries, suggestions, and comments about the tool and request process from a response form. It feeds into a shared Google spreadsheet monitored by library staff.

Also, through integration with Aeon (Atlas System's special collections circulation system), the CRT connects neatly with the collection of standardized data on use of materials in seminars, providing an opportunity to more deeply explore material selections in the classroom context.

LEARN MORE

CONTACT US

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EXPLORE

* Documentation: <http://goo.gl/MjGcbL>

* Harvard Implementation: classrequest.library.harvard.edu

* Code: github.com/harvard-library/ClassRequestTool



THE SPECIAL COLLECTIONS AND ARCHIVES

CLASS REQUEST TOOL



explore, navigate, journey, TEACH WITH US...

That's how we invite faculty at Harvard and the surrounding Boston-metro area to engage with our seminar program at Houghton, Harvard College's rare books and manuscripts library. We strive to provide the experience of endless possibility for faculty and students: the collections as wide-open seas and uncharted lands, waiting for exploration, the adventures guided by our expert staff.

We offer these "boutique tours" in our popular seminar program, but given the increasing demand for teaching with primary source materials, our service only scaled if patron and staff effort could stay focused on content, not scheduling and detail wrangling, the administrative details which were taking over the majority of our staff time and effort.

DEVELOPMENT OF THE CLASS REQUEST TOOL

With the help of an Arcadia Foundation Library Innovation grant through Harvard's Library Lab, we designed and produced the Special Collections and Archives Class Request Tool (CRT) to consolidate and automate administration of teaching in special collections and archives across Harvard.

We initiated a pilot year in 2013 with implementation including 11 special collections libraries and archives across Harvard University. In so doing, we dramatically decreased the time involved in requesting classes for our patrons, scheduling and managing class details for our staff, and facilitating collaborations across campus for everyone. Additionally, the CRT has exposed lesser-used libraries and archives for teaching and learning, created transparency within and across repositories for most efficient matching of staff and classes, and dramatically improved seminar program metrics and assessment gathering for participants.

OPEN(SOURCE) TO ALL

As a freely available tool, the CRT is built to be adaptable in a range of organizational environments and was designed with integrated and practical assessment features.

CLASS ASSESSMENT BY INSTRUCTORS

Based on Yakel and Tibbo's Archival Metrics Teaching Support Toolkit, assessments are linked to class details so staff members can easily review their specific successes and act on reported challenges in context. It additionally reports aggregated aggregates responses for administrative review.

Class assessment asks specifically about experiences with elements directly and tangentially connected with instruction at the Library including staff, space, collections, digital materials, and catalogs.

SELECT KEY METRICS GATHERING AND REPORTING FACILITATED BY THE CRT:

TEACHING AND LEARNING ACTIVITY

- * Teaching responsibility distributions within repository
- * Class distribution across participating repositories
- * Cross-repository collaborations
- * Faculty/Instructor selected subject domains for classes
- * Frequency and distribution of scheduled classes

SESSION/SECTION COUNTS

- * Number of CRT unique requests
- * Number of teaching hours
- * Number of single sessions classes
- * Number of multi-session classes
- * Number of multi-section classes

ATTENDANCE COUNTS

- * Number of actual student attendees
- * Number of times students attended a class
- * Distribution of class attendee affiliations