

Covid-19 Reference Appointment Protocols for University Archives & Special Collections
Contact Information: ascdepartment@brandeis.edu / 781-736-4657

- Archives & Special Collections staff will continue to deliver virtual/remote access to collections wherever possible.
- When virtual/remote option is not a solution, in-person research appointments are available for current students, faculty, and staff of Brandeis University on select days of the week, as determined by staff availability.
- Research appointments can be made for one 3-hour block per day. Only one researcher will be allowed in the Reading Room at one time. Please contact ascdepartment@brandeis.edu / 781-736-4657 for appointment times.
- Researchers are encouraged to make an appointment at least one week in advance.
- Per [University guidelines](#), researchers will complete the symptom screening question checklist before arrival on campus. Out-of-state researchers should follow Massachusetts state guidelines regarding travel and self quarantine.
- Face masks are required at all times when in the Reading Room. Researchers who do not wear a mask will not be allowed in the Reading Room.
- All materials/items/boxes will be quarantined after any use for 72 hours before they are to be reshelved. If requested within that 72 hours, patrons will be notified of its recent use.
- Researchers can request as many boxes from collections as they would like. Materials that are held in our secure offsite storage facility are ordered weekly on Mondays, and will be accessible the following Monday.
- Researchers must wash their hands directly before entering the Reading Room. Researchers are allowed to use hand sanitizer, but hands must be completely dry before use of materials.
- No materials may be brought into the Reading Room except a purse or briefcase. Jackets and other personal items will be kept in lockable storage in the exhibit area.
- Researchers will be asked to bring all study items with them to the appointment (pencils, erasers, paper, pencil sharpeners, cameras, chargers, rulers, etc.), as we will be unable to supply them (we can supply magnifying glasses if needed, but they will need to be sanitized after use by the researcher).
- Researchers will be asked to sanitize their table and chair after their appointment and may do so before their appointment as well, if they wish. Sanitizing products will be made available to the researcher for this purpose.