

# Manuscripts Reading Room

*Billy Graham Hall (BGH), Room 307*

## COVID-19 Procedures for Researchers Visiting Campus

Buswell Library Special Collections  
special.collections@wheaton.edu; 630.752.5705

Wheaton College Billy Graham Archives  
bgc.archives@wheaton.edu; 630.752.5910

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### General Principles

- All visitors must wear CDC-approved face coverings at all times when inside the Manuscripts Reading Room and on the campus of Wheaton College.
- All visitors must maintain proper social distance (a minimum of six feet)
- All visitors must adhere to all campus and building specific protocols (i.e. posted occupancy limits in bathrooms and elevators, etc.)
- Upon arrival at the Manuscripts Reading Room, returning after a break, and at needed intervals throughout the day, visitors are encouraged to wash their hands or use hand sanitizer that is stationed throughout campus.
- The Manuscripts Reading Room is restricted to no more than five researchers at a time.
- Researchers are encouraged to bring their own laptop or personal device, but paper and pencils are also available upon request.

### Scheduling Research Appointments

- Manuscripts Reading Room use is by appointment only. No walk-in visits are permitted.
- Appointments must be made at least 1 hour in advance, and may be limited depending on number of other researchers.
- Visitors are only allowed to be in the Manuscripts Reading Room during their scheduled appointment time.
- Missed appointments may not be able to be rescheduled immediately. Advance cancellation notices are appreciated.
- Specifying which materials you intend to use during your visit is required. You may email your requests to the respective repository ([special.collections@wheaton.edu](mailto:special.collections@wheaton.edu) or [bgc.archives@wheaton.edu](mailto:bgc.archives@wheaton.edu)). This will help staff check material availability and ensure safe retrieval protocol.
- Additional Reading Room use policies are available, and should be reviewed in advance. COVID-19 policies take priority over the general guidelines.

### Arrival Protocol for All Visitors

- Prompt arrival for your scheduled appointment is appreciated.
- Manuscripts Reading Room staff will take your temperature upon arrival with a no-contact thermometer and ensure that you have a mask.
- All visitors must complete the Visitor Questionnaire and the Waiver Form during their first visit. Copies can be made available before your arrival for your reference.