

COVID-19 Wade Center Reading Room Procedures for Campus Researchers

Marion E. Wade Center
630-752-5908 / wade@wheaton.edu

General Principles

- All researchers must wear masks at all times when inside the Wade Center and on the campus of Wheaton College as well as maintain social distancing of 6 feet.
- Upon arrival at the Wade Center, returning after a break, and at needed intervals throughout the day, researchers are encouraged to wash their hands in the restrooms and use hand sanitizer from the provided public sanitizer stations in the building.
- The Reading Room is restricted to no more than 3 researchers at a time.
- Bringing a personal laptop is recommended to complete needed forms virtually rather than on paper. Please also bring your own pencils.

Scheduling Research Appointments

- Reading Room use is [conducted by appointment only](#). No walk-in visits are permitted.
- Appointments must be made at a minimum 24-hours before arrival, and may be limited depending on number and duration of other researchers.
- Researchers are only allowed to be in the Wade Center during their scheduled appointment time, 9:00am-noon or 1:00-4:00pm.
- Missed appointments may not be able to be rescheduled immediately due to Wade staff availability and other researcher appointments. Advance cancellation notices by phone or email are appreciated.
- Specifying [which materials you intend to use](#) during your visit is required by emailing your research materials requests to wade@wheaton.edu. This will help staff check material availability and ensure safe retrieval protocol so they will be ready for your use. The Wade's archival staff will confirm your requests via email prior to your visit. On-site material retrieval requests may require 24-hour advanced notice, please plan accordingly.
- Additional [Reading Room use policies](#) are available on the Wade's website, and should be reviewed in advance. COVID-19 policies take priority over the general Reading Room guidelines.

Using the Reading Room

- For researcher safety, Wade archival staff will regularly wash their hands and use hand sanitizer when handling forms and checking archival materials in and out.
- Wade archival staff are responsible for cleaning research stations and supplies after researchers leave the Reading Room, including pencils, locker keys, tabletops, computer stations, magnifying glasses, etc.
- Only Wade Center staff may access bookshelves and file cabinets.
- When a user is completely finished with archival materials, Wade archival staff will place them on designated carts to be transferred to quarantine areas. Materials (including book weights and pillows) will be held in quarantine before refileing or reusing.

Arrival Protocol for All Researchers

- All scheduled researchers must call **630-752-5908** for admittance to the building. Prompt arrival for your scheduled appointment time is appreciated.
- Wade staff will take your temperature upon arrival with a no-contact thermometer and ensure that you have a mask.