

COVID-19 Wade Center Procedures for Visitors & Researchers

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

General Principles & Arrival Protocol

- All visitors must be asymptomatic.
- Wearing masks is optional when inside the Wade Center or any Wheaton College campus buildings.
- Visitors should make an appointment in advance by emailing wade@wheaton.edu or calling **630-752-5908**. Visit dates and times are confirmed only *after* a response from Wade staff is received. Please see the additional guidelines below on scheduling Reading Room Appointments.
- Prompt arrival for your scheduled appointment time is appreciated. Please phone in advance if you are running late.
- Missed appointments may not be able to be rescheduled immediately due to Wade staff availability and other visitor appointments. Advance cancellation notices by phone or email are appreciated.

Scheduling Reading Room Appointments

- Seating in the Reading Room is limited. Reading Room visits are by appointment; walk-ins will be accommodated if staffing & scheduling allows.
- Reading Room appointments may be scheduled by emailing the Wade Center at wade@wheaton.edu. Visit dates and times are considered confirmed only *after* a positive response from Wade staff is received.
- Reading Room appointments are between the hours of 9:00am and 4:00pm, excepting from noon to 1:00pm, when the Reading Room will close for lunch.
- Visitors arriving prior to 10:00am must call **630-752-5106** upon arrival for admittance to the building. Prompt arrival for your scheduled appointment time is appreciated.
- Scheduled visitors should e-mail their materials requests to wade@wheaton.edu at least two business days prior to their scheduled appointment time. This will ensure the materials will be available and ready for your use. The Wade's archival staff will confirm your material requests via email prior to your visit. On-site material retrieval requests may require 24-hour advanced notice.

Reading Room Forms and Additional Guidelines for Off-Campus Researchers

- Once you have confirmed your Reading Room appointment with Wade Center staff, please submit the appropriate Reading Room Application Form in advance of your visit:
 - [Casual Reader Application](#)
 - [Researcher Application](#) (for those working on publications, dissertations, or related academic work)
- Please be prepared to show a photo ID.
- Researchers are encouraged to bring their own pencils as well as a personal laptop to complete required forms virtually rather than on paper.
- There are no locations for eating or storing food at the Wade Center. Please plan accordingly. A list of local and fast-food restaurants is available upon request, and some campus dining options may also be available.
- Additional [Reading Room use policies](#) are available on the Wade's website and should be reviewed in advance.