

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 currently reside in the United States and be asymptomatic. International visitors are not permitted at this time.
- Vaccinated visitors are not required to quarantine in advance of their visit, social distance, or wear masks, but must provide proof of vaccination.
- Unvaccinated visitors 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. They also are responsible for observing the quarantine and travel guidelines as outlined by the [City of Chicago Emergency Travel Order](#), which is updated weekly. This is particularly important if you will be traveling from an “orange” state.
- Appointments may be scheduled by emailing the Wade Center at wade@wheaton.edu. Visit dates and times will be confirmed only after a response from Wade staff is received.
- While the Wade Center staff will enforce our COVID-19 safety policies to the best of our ability, note that both vaccinated and unvaccinated researchers will be allowed to visit in accordance with our scheduling policies. Please plan for your personal comfort and safety accordingly.
- Scheduled visitors must call **630-752-5908** upon arrival for admittance to the building. Prompt arrival for your scheduled appointment time is appreciated.
- 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.

Scheduling Research Appointments

- Seating in the Reading Room is limited and available by advanced reservation only. Listing several visit date options may help us in successfully scheduling an appointment for you.
- Researchers are only allowed to be in the Wade Center during their scheduled appointment time. Appointments may be scheduled between the hours of 9:00am and 4:00pm, excepting from noon to 1:00pm, when the Wade Center will close for lunch.
- Researchers must e-mail their materials request 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 requests via email prior to your visit. On-site material retrieval requests may require 24-hour advanced notice; please plan accordingly.

Forms and Additional Guidelines for Off-Campus Researchers

- 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)
- Photo IDs from researchers may be required.
- All off-campus researchers must complete the COVID-19 Visitor Waiver, which will be provided in advance of the visit via email.
- Due to COVID-19 restrictions, there is no food service on campus nor locations for eating or storing food at the Wade Center. A list of local and fast food restaurants is available upon request; [Downtown Wheaton restaurants](#) are within walking distance. Please plan accordingly.
- Researchers are encouraged to bring their own pencils as well as a personal laptop to complete required forms virtually rather than on paper.
- 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.