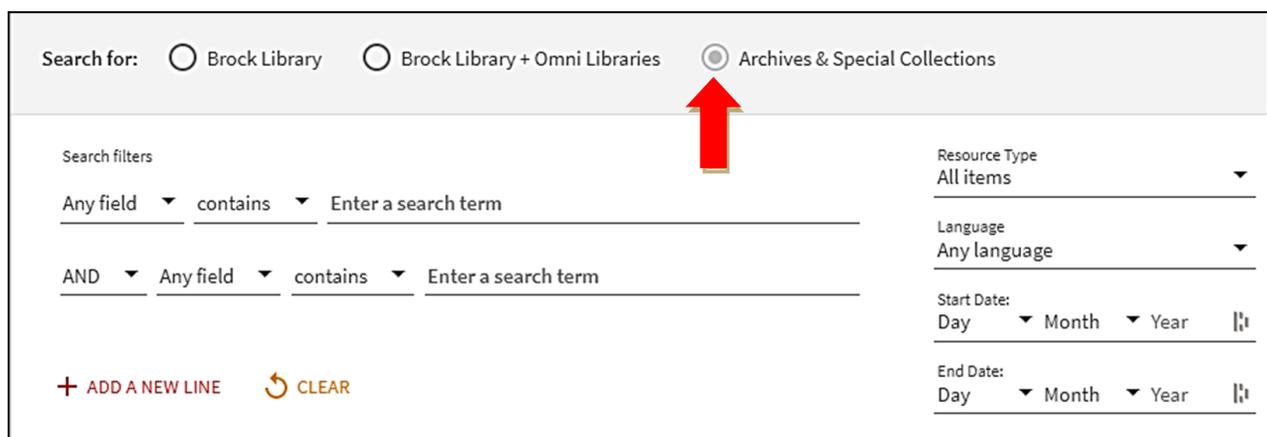


The Archives & Special Collections department of the Brock University Library is ready to open to Brock researchers – faculty and graduate students. We look forward to seeing you back in the Reading Room.

Because we are observing the policies and procedures for working at Brock during the COVID-19 pandemic, please adhere to these steps if you intend to visit the Archives:

- Archives & Special Collections will be open Tuesdays and Thursdays in designated, staggered blocks - 9:10 to 11:50 and 1:10 to 3:50. One individual per block. These blocks will only be reserved via appointment by email - [archives@brocku.ca](mailto:archives@brocku.ca). No walk ins. Please provide at least 24 hours notice before making an appointment.
- With your email, provide the date/time you wish to visit, your Brock ID # for the COVID Coordinator, and a list of resources that you would like to consult including call numbers, titles, and dates. We can have items ready before arrival eliminating extraneous interactions. Only materials in the Archives & Special Collections are available. The general Library collection remains closed.

You can find our materials through an advanced search in the Omni library catalogue - <https://tinyurl.com/BUArchiveCat>. Be sure to click the Archives & Special Collection button at the top of the search page.



The finding aids to our archival collections can also be found in our Digital Repository - <https://tinyurl.com/BUFindingAids>. Provide us with the Fonds #, Box #s, and Folder #s that you would like to see.

If you are having trouble finding what you need, use the email to detail your subject(s). We will do our best to assist you with a search.

- Masks must be worn by researchers and staff at all times while in the Library.
- Upon the day of arrival, complete the self-assessment survey for COVID-19 and, if cleared by the survey, check in at one of the designated Brock entrances.
- The Library remains closed on Tuesdays and Thursdays at this time. Meet an Archives staff person at the main door of the Library at your arrival time. You will be guided to the elevators and the 10<sup>th</sup> floor.
- Entering the Archives, apply alcohol based hand sanitizer (supplied by Library) and go directly to a designated seat.
- Sign in / request forms must be completed while seated at the table. Forms will be passed to the opposite side of the table when ready.
- You will work within the allotted block of time, repeating the same process to request materials until work is complete.
- The photocopier will not be available at this time. Use a cell phone camera or take notes if you need copies.
- The microfilm reader/scanner is available. If the microfilm you need is in the 5<sup>th</sup> floor microfilm room, let us know what reels you need and a staff member will retrieve it.
- When finished, leave all materials on the table and gather your personal belongings. An Archives staff person will guide you to the main floor and the exit.

\*\* Staff have the right to deny access to any researcher who appears sick or fails to comply with any of the measures above.