

## **Procedures for Using the Library, Archives & Photo Archives Materials During the Green Phase of Pandemic Mitigation**

Without exception, the following procedures will be followed during this time to prevent the spread of COVID-19. These procedures will change as we receive updated information from the CDC and State and Federal guidelines. It is very possible that procedures could change between your visits to CCHS. We would like to keep patrons, staff, and volunteers safe. Thank you for following these procedures. *If these procedures are not followed, researchers will be asked to leave CCHS.*

Many of the items found within the archives are fragile. To help be good stewards of the collections, there are additional procedures within the Reading Room of the Cumberland County Historical Society (CCHS). None of the individual materials can be cleaned or sanitized. They will need to be quarantined after use by researchers. Until their quarantine period is over, these materials may not be available at the time of a researchers visit.

At this time, CCHS is waving the \$5 camera fee to take pictures of library and archives materials. This will allow staff to have less contact with the documents and the copier. We will allow users to bring a camera, phone, or tablet to take images of the collection materials as long as the flash is turned off. No photos can be taken of images in the Photo Archives collections.

- 1. All researchers that plan to use the Library, Archives, & Photo Archives will need to make an appointment. Appointments need to be scheduled at least 12 hours in advance. If you have additional scheduling questions you leave a message for Cara Curtis at 717-249-7610 x102 or [ccurtis@historicalsociety.com](mailto:ccurtis@historicalsociety.com).** This will allow us to follow proper social distancing protocols and properly disinfect before and after our patrons. The maximum number of patrons allowed in the reading room at a time is 5. If you are bringing a research partner, you will need to sign up for two slots on the schedule. If you need to cancel an appointment, please contact us at 717-249-7610.
- 2. As CCHS is only open by appointment, researchers will need to ring the doorbell to alert staff of their arrival.**
3. Masks must be worn upon entering CCHS and remain on during the entire visit. Researchers must wash their hands with soap and water and dry them before accessing collection materials. Hand sanitizer has been shown to damage archival collections. If you have used hand sanitizer recently, please be sure to thoroughly clean your hands. Researchers may not wear gloves while handling archival materials unless asked to do so to handle specific items for preservation purposes.
4. Staff will provide researchers with bags and purses with a locker key to secure their belongings. When a researcher is finished, they will leave their key in the locker so that it can be properly sanitized.
5. After checking in at the front desk, researchers will need to check in with the library staff person on duty. Researchers will be assigned to a table and if needed, a computer station. Researchers will need to verify that they have read the current library procedures. Copies of the most recent policy will be available in the library and on our webpage. At registration, researchers will be given a sanitized pencil if they did not bring their own.
6. Everyone should do their best to socially distance. Librarians will occasionally need to come closer to assist with research. Researchers cannot pull reference books from the shelves in

- the reading room. Library staff will pull all collection items for the researchers. Researchers will also not reshelv anything in the library.
7. We ask that researchers stay at their table or computer station. Researchers will signal the staff by raising a hand when they need assistance. We ask for your patience if we are assisting another researcher. We will be with you as soon as we can. We also ask that unless patrons are working with a research partner they do not engage with other researchers.
  8. Use of the microfilm reader will be limited. CCHS only has one microfilm reader that prints.
  9. All materials used will need to be quarantined after use for a period of 3 days. This includes materials touched to get to the item. If a photograph is in a file that entire file needs to be quarantined. They will be logged on a quarantine form. If a researcher is here over multiple days, they will be able to access the materials they previously accessed. The quarantine date for the materials will be adjusted to reflect the last date used by that patron. This means certain items may be unavailable to another patron when they are on site.
  10. Library chairs, tables, computer stations, and other high touch surfaces will be thoroughly sanitized before the next scheduled public appointments.
  11. If someone who has used the reading room within 3 days tests positive for COVID-19, please alert CCHS as soon as possible. If a researcher has tested positive, CCHS will handle this situation on a case-by-case basis in consultation with public health authorities. We will alert researchers as soon as possible if we need to close the reading room.