

Chatham University Archives

Covid-19-Related Policy Adjustments to the Access to Collections Policy and the Reproduction Fee Schedule

As part of a university-wide effort to curb the spread of the coronavirus, the Chatham University Archives & Special Collections has implemented several adjustments to its [Access to Records Policy](#) and its [Reproduction Fee Schedule](#). These adjustments are aimed at ensuring a safe research environment for all constituents, including members of the Chatham community and patrons from the general public. The Chatham University Archives remains committed to making research materials available to users on equal terms of access in accordance with the professional policies on access adopted by the Society of American Archivists, the American Library Association, and the Association of Research Libraries.

Reference Service and Access to Records

To ensure collection access to patrons who prefer to research using online forums, the Archivist is available for enhanced virtual reference consultations through email, phone, or teleconference. These consultations can include assistance in navigating online collections, surveys of material available digitally, assistance with reproduction requests, and guidance on materials available through other repositories. Virtual reference consultations can be scheduled in advance and are also available on-demand during regular working hours. Patrons are encouraged to email the Archivist with research questions and to schedule remote research appointments.

Patrons interested in conducting research on-site using material from the Chatham University Archives must schedule an appointment in advance of their visit. Appointments can be arranged through the Archivist. Due to distancing protocols in place to curb the spread of the coronavirus, walk-in appointments cannot be accommodated at this time.

Additionally:

- On-site research visits will take place in a location selected by the Archivist and may not occur in the Archives Reading Room
- In addition to university-wide regulation regarding face masks and temperature checks as well as existing policy regarding the handling of material, all patrons must wear gloves when working with collection materials

Reproductions

To support an increased demand for remote and virtual research and instruction, Chatham students will be allotted an increased number of digital reproductions each semester. Enrolled students may receive up to 30 digital reproductions per semester (an increase of 10 reproductions) until further notice or the end of the coronavirus pandemic.

Additionally, students from other institutions will be provided with their first 20 digital scans at no charge (an increase of 10 reproductions).

Version: 8/5/20