

Fall 2020: Access to materials at the Loyola Archives & Special Collections

NOTE: Due to COVID-19, Loyola Archives & Special Collections staff have limited hours on campus according to [University](#) and [University Library](#) policies on de-densification and social distancing. **The best way for staff to provide the greatest access to archival materials for fall 2020 is via remote access.**

Consult the Loyola University Chicago Archives & Special Collections [website](#) for updated information.

Step 1: Research Consultation

Research consultations **are required**. Consultations can be done either through email or Zoom. Request a research consultation through the [Ask the Archivist](#) form.

Step 2: Remote Access to Materials

Following the research consultation, staff will:

- Research requests and provide researchers with a list of potential resources
- Scan/photocopy up to 10 folders or items from the list and email or mail them to the researcher
- Scans of rare books or bound student publications will be made available via our digital collections

Scans of materials will be done according to the following guidelines:

- Materials must be from collections open and available to researchers
- Rare books and bound student publications will be scanned depending on their condition
- Restricted materials **will not be scanned**. This includes, but is not limited to, the following:
 - University records in the 20 year embargo period
 - Restricted/closed materials in other archival collections
 - Unprocessed collections/records
 - Materials that are in copyright
- Fees for scans/photocopies of materials will not be charged during fall 2020

Step 3: In-Person Research Appointments

If materials cannot be provided via remote access, researchers will be informed and an in-person appointment may be requested. In-person appointments are not available for non-Loyola community members at this time. The following applies to in-person research:

General Information for all Researchers

- All researchers must wear masks and follow [University policies](#)
- Only 1 researcher per day is allowed due to limited reading room space
- Appointments must be made at least 72 hours prior to the requested date and time
- Appointment requests must include a list of items to be used
- No additional items will be pulled during the appointment
- Materials that are closed/restricted/embargoed/unprocessed are not available for research
- All researchers will be met at the Cudahy Library west doors and escorted in and out of the library by Archives staff. All researchers will be escorted to and from the restrooms by Archives staff as needed.