

Loyola University Chicago Archives & Special Collections Reopening Plan

The Loyola University Chicago Archives & Special Collections (LUCASC) is comprised of the University Archives, Rare Book Collection, and Special Collections including the Congressional Archives.

As with many other archives & special collections throughout the United States and the world, COVID-19 has caused the temporary closure of LUCASC's physical space since March 2020. Archives staff continue to provide virtual and digital services to support researchers while away from campus and will continue to do so as the university transitions back to on-campus operations. LUCASC will follow reopening policies and recommendations issued by [Loyola University Chicago](#), the City of [Chicago](#), the [State of Illinois](#), the Centers for Disease Control and Prevention ([CDC](#)), and Reopening Archives, Libraries, and Museums ([REALM](#)) research project findings.

Upon returning to campus, the department will follow this plan in order to safely reopen its physical spaces, collection, and in-person services to faculty, students, staff, and other researchers while protecting our staff. Safety of researchers and staff are of the utmost concern during this time.

All LUCASC staff will be required to wear masks, practice social distancing, and adhere to hygiene protocols, such as hand washing, in all phases. Researchers will be required to adhere to these protocols when they are able to return to in-person use of the collections.

Phase One - Staff Return (TBD)

University Archivist returns to campus to assess collections, check supplies, ensure cleaning of Archives & Special Collections areas, and begins answering priority research questions and digitizing materials.

Once all staff members return to campus to prepare for Fall 2020 semester an alternating work schedule will be implemented.

Anticipated Date: Later this summer (TBD based on university, state, and local guidelines.)

***Office Hours:** TBD, 8AM to 3PM

Services Available:

- Research for and response to prioritized reference inquiries.
- Research for and response to new reference inquiries received via [Ask the Archivist](#).
- Digitization of materials for class begins. Recommendations can be submitted [here](#).

Phase Two – Loyola Community Access (fall semester 2020)

During fall semester 2020 in-person researchers will be limited to Loyola faculty members selecting items from the collection for digitization for use by their classes and/or recording a class presentation using materials from the collections. All access to the Loyola Archives & Special Collections will be by appointment only. Only one faculty member will be allowed in the reading room at a time.

***Anticipated date:** TBD based on university, state, and local guidelines.

***Office Hours:** Monday – Wednesday - Friday, 8AM to 3PM

Services Available:

- Research for and response to reference inquiries received via [Ask the Archivist](#).
- Digitization of materials for class use continues. Recommendations can be submitted [here](#).
- Work begins with Loyola faculty members on primary resource needs for spring semester, including recording class presentations with collection materials. Appointments can be made [here](#).
- Receipt of records transferred to university archives from university departments and of materials sent by donors.
- Exhibits outside the Donovan Reading Room will resume.

Phase Three – General Researcher Appointments (Spring 2021)

Following guidelines from University, Chicago, Illinois, CDC, and REALM, researchers other than Loyola faculty members may begin to schedule appointments for conducting research at LUCASC. **Only one researcher a day will be allowed in Special Collections. All researchers will be required to wear masks while in Special Collections and to wash their hands before entering the space.**

Anticipated date: TBD based on university, state, and national guidelines. January 2021 is the anticipated date to begin implementing this phase, however it could be delayed.

***Office Hours:** Monday – Wednesday - Friday, 8AM to 3PM

Services Available:

- Research for and response to reference inquiries received via [Ask the Archivist](#).
- Digitization of materials for class use continues. Recommendations can be submitted [here](#).
- Digitization requests by researchers not from Loyola will be considered. Requests can be submitted [here](#).

- Work continues with Loyola faculty members on primary resource needs for classes, including recording class presentations with collection materials. Appointments can be made [here](#).
- Receipt of records transferred to university archives from university departments and materials sent by donors.
- *Researchers other than Loyola faculty members can begin requesting appointments for in-person research.

Phase 4 – Return to full services (TBD/Fall 2021)

Special Collections opens to individuals, classes, and others while following University, City, and State guidelines for the ‘new social norm’. Hand washing and/or sanitizing will be required. Masks and social distancing may continue to be required.

Anticipated date: TBD based on university, local, state, and national guidelines. Fall 2021 is the anticipated date to begin implementing this phase, however it could be delayed.

***Office Hours:** Monday – Friday, Hours TBD

Services Available:

- Research for and response to reference inquiries received via [Ask the Archivist](#).
- Digitization of materials for class continues. Recommendations can be submitted [here](#).
- Digitization requests by researchers not from Loyola will be considered. Requests can be submitted [here](#).
- Work continues with Loyola faculty members on primary resource needs for classes, including recording class presentations with collection materials. Appointments can be made [here](#).
- Receipt of records transferred to university archives from university departments and materials sent by donors.
- *Researchers other than Loyola faculty members can request appointments for in-person research.
- Classes can return to Special Collections for in-person visits and work on projects.
- Exhibits will resume in the Donovan Reading Room.

*Subject to change depending on University/State/Local policies and guidelines. Please consult the Loyola Archives & Special Collections website at <https://www.luc.edu/archives/archivesupdates.shtml> for current information.