

COVID19 – Onsite Researcher Protocols
Archives of the History of American Psychology, Charles L. and Marjorie S. Brewer Reading Room
Cummings Center for the History of Psychology

The COVID19 pandemic has affected our ability to host multiple researchers onsite. At this time, we cannot accommodate visiting classes and groups for hands-on archival projects. However, we can do our best to provide materials and instruction remotely. We can continue to host individual researchers, one at a time, but researchers must comply with the following protocols in order to conduct archival research at the Cummings Center. The National Museum of Psychology remains closed.

The Archives of the History of American Psychology will reopen to individual researchers, by advance appointment only, beginning September 17, 2020.

1. Appointments must be made at least two weeks in advance. No exceptions. Please do not book air travel or make other travel plans before confirming your appointment with our reference archivist.
2. Researcher must sign in and sign out of building each day. The reading room is open Monday-Friday, 10:00am-4:00pm.
3. Researchers should sanitize hands upon entering and exiting the reading room. Hand sanitizer will be provided.
4. A mask or cloth face covering is required.
 - a. *Facemasks have been shown to be effective at limiting the spread of COVID-19. For the safety of each member of the campus community, cloth face coverings that cover the nose, mouth and chin must always be worn in public, except while eating, or alone in a private room, laboratory or work area as recommended by the CDC. Cloth masks should be made from two layers of fabric, and recommendations on how to make a mask are available from the [CDC](#). Face coverings with an exhalation valve are not recommended, as these do not offer the same protection as other cloth coverings.*
5. Researchers must respect social distancing and keep at least 6 feet between themselves and CCHP staff and students at all times.
6. Researchers must submit a box request list at least 4 days ahead of their visit. Please work with the reference archivist in advance to determine collections and materials that will be used onsite. Please understand that materials will go into quarantine after they have been used and it is possible that not all materials will be accessible. Please plan accordingly.
7. CCHP is limiting shared supplies and researchers should bring their own pencils (pens and markers are prohibited), paper, and other necessary research supplies.
8. CCHP has closed all shared spaces except for restrooms. Researchers will not have access to a break room and are encouraged to leave the building for lunch and other breaks. Food and drink are prohibited in the archives. (Please refer to #2 and #3).

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9. Researchers will be assigned a locker upon arrival for storage of coats, bags, etc. Researchers must use the same locker for the duration of their visit.

10. Photography of unrestricted archival materials is permitted at no cost and is encouraged. Flash photography and personal scanners are prohibited. CCHP will make digital copies of requested archival materials for researchers as usual but will not begin digitization until one week after the visit when materials come out of quarantine.
 - a. Reproduction Policies:
 - i. All requested reproduction will be made by CCHP staff at \$0.25/page.
 - ii. The CCHP cannot reproduce large portions of a collection and must use discretion when considering large requests.
 - iii. The CCHP cannot provide reproductions of materials that are available in published form elsewhere (e.g., book chapters, journal articles).

11. Onsite researchers must review and agree to the [CCHP Access Policy and Use Application for On-Site Researchers](#). Please complete the policy in advance and return to the CCHP Reference Archivist prior to arrival.

12. Please review The University of Akron's [Return to Campus Protocols](#) before arriving at CCHP. And most importantly, if you or any member of your household has a fever or are suffering symptoms commonly associated with COVID19 please cancel your visit.

13. If you have any questions or concerns please reach out directly to CCHP Reference Archivist, Lizette Barton, at lizette@uakron.edu.