SAFETY FIRST

The Library of Virginia’s highest priority is the health, safety, and well-being of our staff and community members in consultation with the Executive Branch. In addition to all relevant Executive Orders (EO 53–63, Virginia Governor Ralph Northam – Executive Actions), the Library follows the guidelines recommended by the Virginia Department of Health (VDH) and the Centers for Disease Control and Prevention (CDC), and staff follow the highest standards of safety and disinfecting. Until further notice, we have implemented additional precautions and procedures with the understanding that guidelines and visitation may change. Please check our website for updates or contact us at 804.692.3777 or 804.692.3888.

**GUIDELINES FOR RESEARCHERS**

**UPDATED MAY 18, 2021**

**Face Coverings Encouraged**
(two who are fully vaccinated are not required to wear face coverings)

**Physical Distancing Required**

### CHANGES

- Hours: Tuesday–Friday, 10:00 AM–4:00 PM
- Research appointments are required. Contact us at 804.692.3800
- Visit our website, [www.lva.virginia.gov](http://www.lva.virginia.gov), for updates and for our online resources.
- Return borrowed circulating materials to the lobby.
- The reading room at the State Records Center is closed.
- The Library’s store, the Virginia Shop, is open Tuesday–Friday, 10:00 AM–4:00 PM.
- The Exhibition Gallery is open Tuesday–Friday, 10:00 AM–4:00 PM.

### WELLNESS & PROTECTION

- If you are feeling sick or unwell, stay home.
- Wash your hands frequently and thoroughly.
- Staff will wear gloves to handle materials, changing gloves often.
- Staff and researchers are encouraged to wear face coverings in the building. Fully vaccinated staff and visitors are not required to wear them, but are welcome to do so.

### ENHANCED HYGIENE

- Hand sanitizer is available throughout the reading rooms.
- Staff will disinfect computer and scanner keyboards and mice between uses and will routinely disinfect common surfaces.
- Restrooms will be cleaned hourly.

### SOCIAL DISTANCING

- No more than 30 researchers may be in the building at any time.
- Chairs are arranged to allow physical distancing (6 feet). Please do not move the chairs.
- Even researchers within the same party are required to physically distance from each other.
- Markers on the floors will show you where to stand when waiting for assistance.

### HOW YOU CAN HELP & INFORMATION YOU NEED TO KNOW

- Based on updated guidance from the Office of the Governor, fully vaccinated visitors are not required to wear face coverings in the building, but are welcome to do so. If you are not yet fully vaccinated, please wear a face covering over your nose and mouth at all times. If you do not have a mask or face covering, the Library can provide one.
Library staff will practice physical distancing. Please be patient with us as we adjust our methods of assisting you.

Research is by appointment made in advance. If there is room and appointments are available, walk-ins may be accepted. For appointments, contact us at 804.692.3800.

Each researcher must make their own appointment. Researchers must be 16 or older.

Appointments for the Archives Research Room are available for morning (10:00 AM–1:00 PM) and/or afternoon (2:00–4:00 PM). If a researcher is more than thirty minutes late, their appointment slot will be released. Please contact the Archives Reference staff for guidance prior to making an appointment: archdesk@lva.virginia.gov or 804.692.3888.

Appointments for Special Collections materials are available by calling 804.692.3703 or emailing specialcoll@lva.virginia.gov. When contacting us, please specify what material you are interested in seeing or doing research on and we will get in touch shortly.

General research appointments may be scheduled to use materials in the reading rooms that are open. We have a limited number of computers and microfilm scanners, so we cannot guarantee availability. You may bring in your own phone, tablet, or laptop and connect to our WiFi or use it to take photos of book pages or computer screens. You may also bring in a USB drive to save your documents from the computer, book scanner, or microfilm scanner. Please bring a pencil to take notes or complete forms.

PREPARE FOR YOUR VISIT

- Get a Library card! If you are a Virginia resident, begin the registration process online at www.lva.virginia.gov/about/policies/register_va.htm. You may also renew your account at www.lva.virginia.gov/about/policies/renewal_va.htm. Non-residents may register/renew when they arrive for their appointment.

- To use your time at the Library more efficiently, call or email us at archdesk@lva.virginia.gov or 804.692.3888 to talk to our reference staff before you make an appointment.

- Search the Library’s catalog and digital holdings to identify materials you would like to see when you visit. Go to www.lva.virginia.gov and look under “For the Public.”

- Visit Virginia Memory at www.virginiamemory.com to explore our digital resources.

- If you are researching family history, watch this webinar about using our website, catalog, and digital collections: www.youtube.com/watch?v=EwdNCLjo_5k.