

# LIBRARY OF VIRGINIA

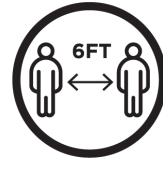
## COVID-19 UPDATE

## GUIDELINES FOR RESEARCHERS

EFFECTIVE JULY 1, 2020



Face  
Covering  
Required



Physical  
Distancing  
Required

### 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.

CHANGES	WELLNESS & PROTECTION
<ul style="list-style-type: none"> <li>Hours: Tuesday–Friday, 10:00 AM–4:00 PM</li> <li>Research appointments are required. Contact us at 804.692.3800</li> <li>Visit our website, <a href="http://www.lva.virginia.gov">www.lva.virginia.gov</a>, for updates and for our online resources.</li> <li>Return borrowed circulating materials to the lobby.</li> <li>The reading room at the State Records Center is closed.</li> <li>The Library's store, the Virginia Shop, is closed.</li> <li>The Exhibition Gallery is closed.</li> </ul>	<ul style="list-style-type: none"> <li>If you are feeling sick or unwell, stay home.</li> <li>Wash your hands frequently and thoroughly.</li> <li>Staff will wear gloves to handle materials, changing gloves often.</li> <li>All staff and researchers will wear face coverings in accordance with Executive Order 63. Face masks are available in the lobby.</li> </ul>
ENHANCED HYGIENE	SOCIAL DISTANCING
<ul style="list-style-type: none"> <li>Hand sanitizer is available throughout the reading rooms.</li> <li>Staff will disinfect computer and scanner keyboards and mice between uses and will routinely disinfect common surfaces.</li> <li>Restrooms will be cleaned hourly.</li> </ul>	<ul style="list-style-type: none"> <li>No more than 30 researchers may be in the building at any time.</li> <li>Chairs are arranged to allow physical distancing (6 feet). Please do not move the chairs.</li> <li>Markers on the floors will show you where to stand when waiting for assistance.</li> </ul>

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

- Governor Northam has mandated the use of face coverings in indoor settings during Phase 2 of the state's opening plan. Guidelines the Centers for Disease Control and Prevention also recommend wearing face coverings in buildings or where physical distancing is not possible. If you do not have a mask or covering that covers your nose and mouth, the Library will provide one. If you choose not to wear a face covering, **you will not be allowed in the building**. See Executive Order 63 for the limited exceptions: [www.governor.virginia.gov/executive-actions/](http://www.governor.virginia.gov/executive-actions/).

- 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](mailto: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](mailto: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

- Watch our new “Reopening Guidelines for Visitors” video at [lva.virginia.gov/about/visit.asp](http://lva.virginia.gov/about/visit.asp).
- 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](http://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](http://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](mailto: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](http://www.lva.virginia.gov) and look under “For the Public.”
- Visit Virginia Memory at [www.virginiamemory.com](http://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](https://www.youtube.com/watch?v=EwdNCLjo_5k).



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800 East Broad Street | Richmond, Virginia 23219 | [www.lva.virginia.gov](http://www.lva.virginia.gov)