

Rules for using the DCHA Library/Archives during COVID-19

- All research visits will be by appointment only during library hours (Tuesday and Wednesday 10-3). No walk-in visits will be allowed.
- Researchers must have a telephone and/or e-mail conversation with the archivist before scheduling an appointment to ensure that what information is being sought is available at DCHA.** Research visits to just browse will not be allowed. Screening questions related to COVID-19 will be asked during the phone call/e-mail.
- Only one person at a time is allowed to conduct research.
- Upon arrival, the researcher must call 607-746-3849 or knock at the library door.
- All researchers must have their temperatures taken before entering the library. Researchers will be turned away if they show any sign of illness and/or have a temperature over 100.
- Researchers must verify their answers to the questions asked at the time of the appointment to ensure nothing has changed.
- Researchers will enter and exit only through the library door.
- Researchers must wash their hands upon arrival in the restroom or with their own hand sanitizer.
- Research visits will be no longer than two hours and there must be an hour between visits to allow time to sanitize.
- Researchers and library staff must wear masks for the duration of the visit.
- Researchers and staff must maintain social distancing.
- All research visits will end no later than 2:30 pm to allow staff time to clean before closing at 3 pm.
- All materials used during the visit will NOT be immediately re-shelved, but will be boxed and kept apart from the collection for three days to allow for dissipation of any germs.
- DCHA staff reserve the right to turn away any researcher who is showing signs of illness and/or does not follow these rules.

**Remember that DCHA does not have local government records, including birth, marriage and death records, wills and land records.