

ALL PROCEDURES ARE SUBJECT TO CHANGE

Reopening for Galleries and Research Room in Roberts Library

Revised 09/04/2020

The Roberts Library research room and the Galleries at Library Square are now open on a limited basis Monday, Wednesday, and Friday from 9:00-11:00 a.m. and 1:00-5:00 p.m. The 9:00-11:00 a.m. time slot is set aside exclusively for high-risk populations. While we are allowing a very limited number of walk-up visitors to use computers or open-stacks books, patrons using archives must make an appointment (see below for contact information) so that requested material can be ready for review in the Roberts Research Room.

General information is available by calling (501) 320-5700 or emailing arkin@cal.org and appointments to enter the galleries by calling (501) 320-5790 or emailing galleries@cal.org.

The exterior doors will remain locked. Patrons arriving at the Roberts Library to access either the research room or the art galleries will be directed to go to the main entrance at 401 President Clinton Avenue and contact the gallery staff for admission by ringing the doorbell or by calling (501) 320-5790.

Two-hour parking is available; tickets will be validated at the research or lobby desk.

Procedure for *entry* into the Roberts Library:

1. Patrons entering the building will be asked the following screening questions:
 - Have you or anyone in your household been diagnosed with or suspected to have COVID-19?
 - Have you been in close contact with someone who has been diagnosed with or suspected to have COVID-19?
 - Have you or anyone in your household traveled out of the country or into a COVID-19 hotspot in the past 14 days?
 - Have you or anyone in your household had a fever, a persistent cough, or difficulty breathing in the last 24 hours?
 - Have you experienced a loss of taste or smell?
2. Patrons must agree to wear a mask, or they will not be allowed in the building. If the patron doesn't cooperate after two reminders, the patron can be told to leave the building. Patrons as well as staff should always maintain a minimum of six feet of social distancing.

3. One patron or family group of patrons are allowed in the elevator at one time. No staff will share the elevator with a patron.

Research Room Procedures and Requirements:

Patrons using closed stacks manuscript material must make this request at least *two business days in advance* (48 hours) by calling (501) 320-5700 or by emailing arkin@cal.org for CALS Butler Center materials or cahc@ualr.edu for materials from the UA Little Rock Center for Arkansas History and Culture collections.

Archivists will evaluate the request and determine which of the following options would be appropriate.

If this material can easily be digitized, a staff member will send it electronically to the patron within fourteen (14) business days. A visit to the Roberts Library will not be necessary.

If the requested material cannot be digitized efficiently an appointment will be scheduled for review in the research room. A staff person will contact the patron and an appointment will be set. The patron will be instructed that the end time of the appointment is set and cannot be extended. A late arrival does not mean that the patron can stay later to make up the time missed on the front end of the visit.

When patrons arrive at the Research Room, manuscript material will be on a cart with the patron's name noted prominently. The patron may retrieve the cart and move to a research space. Multiple archival boxes may be on the cart, but only one box may be on the desk at any one time. An over-sized bookmark should be placed in the box space where an individual folder has been removed. Only one folder should be on the desk and open at any one time.

When finished, patrons will return their cart to a designated location. If a patron wants to return on a subsequent available date and time to further review materials on the cart, the cart can be placed in the closed stacks area with a note regarding the patron's name and probable return date. If the patron has finished reviewing the materials, a note will be placed on the cart with the return date and the materials will be quarantined for seventy-two hours before they are re-shelved.

No photocopies or scans can be made using Roberts Library equipment for manuscript materials, however, patrons can make digital copies of the material using their cell phone or camera. Alternatively, photocopies or scans can be made after a seventy-two-hour quarantine period (3 business days) by archival staff. Staff will send the documents electronically or by mail.

Patrons using closed stack material are encouraged to complete the researcher information form prior to arrival. This will be sent electronically when an appointment time is set.

No more than *four* patrons will be allowed in the Research Room at any given time. This includes up to two users of closed stacks manuscript material.

General Research Room Procedures

A limited number of computer stations are available for use. Tables and chairs will be spread out to maintain appropriate social distancing.

Patrons using open stacks books will be instructed to place the books on a designated cart after use. At the end of the day, this cart will be quarantined for a minimum of seventy-two hours. A system has been set up to re-shelve this material after the allotted amount of time has passed. CALS staff will direct this system.

Galleries at Library Square procedures and requirements:

Patrons desiring a tour of an open exhibition or the opportunity to shop in the retail gallery should contact the gallery by emailing gallery@cals.org or by calling (501) 320-5790 to set up an appointment during the hours the building is open.

A maximum of ten patrons will be allowed in the galleries at any one time.

Note: These procedures will be reviewed periodically and altered if necessary based upon current conditions.