

What steps is the Westchester County Archives taking to keep everyone safe?

- We are limiting public access to the Reading Room to Wednesdays, by appointment only, for one of two 2-hour sessions, 9:30 am to 11:30 am, or 1:30 pm to 3:30 pm. We regret that walk-in patrons cannot be accommodated at this time.
- All high-touch surfaces in the Reading Room and other public access areas will be cleaned and sanitized thoroughly before we open each day, between research shifts, and throughout the day.
- We have removed furniture in the Reading Room and will be leaving some computers turned off in order to support social distancing.
- Patrons will be assigned a table and computer for their exclusive use throughout their research session.
- Staff, volunteers and patrons must wear masks at all times in the building and observe social distancing when interacting.
- Hand sanitizer will be available throughout the Reading Room...remember to use it frequently or use the bathroom sinks to wash your hands.
- We will quarantine returned books and files before re-shelving to reduce risk of infection. Once an item has been used in the Reading Room, it will go into quarantine until the following week.
- Please review the Archives' Guide to Collections and the indexes on our website, <http://www.westchestergov.com/archives> and submit a list of items they wish to see before arriving for their research appointment. Patrons can speak with an archivist to discuss their research goals when they make their research appointment.
- Items for research will be placed on a table to be picked up by patrons, and returned there, to minimize handling.
- If necessary to request additional items for research, patrons will submit the requests by email.
- Copies will be sent to patron, or they can take photos (preferred!).
- Patrons will not be able to access the kitchen. We can recommend local restaurants and delis that are open for take-out service.