

Illinois State Archives Reference Room

Temporary Procedures

Due to the outbreak of COVID-19, the Illinois State Archives Reference Room will be open to the public by appointment only until further notice.

Members of the public, including state employees, wishing to conduct research at the State Archives will be required to schedule an appointment at least 48 hours in advance. ***No walk-ins will be admitted.*** When scheduling, researchers will need to indicate how long they will be staying at the Archives and provide a list of all possible records to review.

To schedule a research appointment, please call 217-782-3556, Monday-Friday from 8:30 AM to 4:00 PM.

While at the State Archives, please observe the following rules:

- ***Researchers exhibiting symptoms of COVID-19 are asked to cancel their appointments and remain at home.***
- Please maintain social distancing at all times while in the building and follow all signage instructions.
- If medically possible, researchers will be required to wear a mask at all times.
- Prior to entering the reference room, researchers should wash their hands thoroughly with soap and water but refrain from using lotion or alcohol-based hand sanitizer so as to preserve the integrity of the records.
- Archives' staff will seat all patrons.
- All records requested will be placed at an assigned desk for the researcher prior to their arrival. Researchers are required to sign a Request to Use upon arrival.

- Researchers with questions for the reference staff are asked to remain 6 feet away from the reference desk. A spot will be placed on the ground to indicate the appropriate distance.
- Researchers will be allowed to use the copy machine but are encouraged to bring their own camera or small flatbed scanners. Copies made on the copier are \$.50 per page.
- When finished, researchers are asked to return all folders to the appropriate boxes and leave the records on the desk.
- The public use computer in the reference room will be closed.

Death certificates:

- Researchers wishing to view death certificates will need to send a list of certificates to the Archives 24 hours in advance of their scheduled visit.
- The appropriate microfilm rolls will be pulled and placed at a microfilm reader for the researcher.
- Please place microfilm rolls on the return cart in the microfilm reading room prior to leaving.

For questions regarding this policy and temporary reference room rules, please call 217-524-6700 or email cpopovitch@ilsos.gov.