

Due to the COVID-19 pandemic, these guidelines have been put in place for the protection of our students, staff, and faculty. The guidelines will be reviewed and adjusted when required.

Acadia University buildings remain closed to the public until further notice.
You must use your Acadia ID card to enter the Library.



Access to Archives & Special Collections is by appointment only.



Request an appointment with the 'Ask Us A Question' form on our website (<https://archives.acadiau.ca/ask-a-question>). Wait for staff to contact you about your request.



Before an appointment is booked, researchers should expect to undergo an in-depth conversation with a staff person. The conversation will determine if the researcher can book an appointment. Staff will often be able to conduct the research and report back on the results.



Staff may perform research for the following groups:

- current Acadia students, staff, and faculty. This is a free service;
- pastors with church records in the Atlantic Baptist Archives. This is a free service;
- office staff of the CBAC. This is a free service;
- the public. This service will be provided on a case-by-case basis. The first 30 minutes are free. After 30 minutes, there is a \$20CDN flat rate, due in advance of the research being performed.



For all groups, "Copy and Scan" charges may apply:
(<https://library.acadiau.ca/archives/copy-scan-material.html>)



If an appointment is necessary, researchers must confirm their visit 48 hours in advance so that the material can be retrieved beforehand. Appointments will be booked for 30 minutes only on weekdays between 10am and 4pm, excluding holidays. Registration is required.



Visiting researchers should expect to:

1. follow the directional signs provided throughout the Library and Archives;
2. enter the Kirkconnell Room through the emergency exit door next to the elevator and exit the Kirkconnell Room through the door next to the green stairwell;
3. wash their hands in the sink provided before and after using collections;
4. always wear a mask while in the Kirkconnell Room;
5. maintain physical distancing. Only 4 researchers are allowed in the Kirkconnell Room at once;
6. keep their research visit to 30 minutes or less;
7. take digital photos of material for research purposes rather than request photocopies;
8. bring their own pencils, erasers, paper, or other items to help with their research. These items will not be provided by Archives & Special Collections.



All handled items will be quarantined for 3 days. The hold shelf service has been removed. Donations are not being accepted until further notice.