

## Yolo County Archives and Records Center Patron Information Sheet During COVID-19 Public Health Crisis

The Yolo County Archives (YCA) will be open to the public by appointment, on Tuesdays from 9 am – 1 pm and Thursdays from 12 pm – 4 pm. **Appointments will be limited to 2 patrons for 2 hours and must be made 3 business days in advance so that staff can pull materials and prepare. If patrons are late for their appointment they will not receive additional time.**

To make an appointment contact us at [archives@yolocounty.org](mailto:archives@yolocounty.org) or (530) 666-8010. Please provide as much information as possible about your research topic and what questions you are hoping to answer so that staff can pull the most relevant materials. You must have confirmation from a YCA staff member over the phone or via email to secure your appointment slot.

Appointments:	<u>Tuesdays</u>	<u>Thursdays</u>
	• 9:00 am - 11:00 am	• 12:00 pm - 2:00 pm
	• 11:00 am - 1:00 pm	• 2:00 pm - 4:00 pm

### Preparing for your Appointment:

- As of July 15th face coverings are required for staff and patrons regardless of vaccination status.
- Patrons and staff can utilize Nitrile or Latex gloves during patron appointments but are not required.
- All materials will be pulled by staff ahead of appointments. Same day pulling of materials is at the discretion of Archives staff.
- Patrons may browse the Reading Room Collection during their appointment.
  - \* Patrons are encouraged to look through the Reading Room titles in the Library catalog and request specific titles prior to their appointment. <https://web-iii.yolocounty.org/>
- All high-touch surfaces in the Reading Room will be disinfected before, in between, and at the conclusion of patron appointments.

### During your Appointment:

- Once you arrive, come into the lobby. A staff member at the front desk will call the Archives. If no one is at the front desk, please call the Archives' number (530) 666-8010 and a staff member will come to the lobby to greet you and bring you back to the Reading Room.
- Reading Room tables and chairs will be setup to provide social distancing for patrons.
- Patrons will use items one-at-a-time, either one box, map or ledger, from the prepared materials.
- Staff will not be completing same day reproductions of materials that have been handled by patrons. However, patrons are allowed to take personal photographs or scans of collection items during their appointment.
- An air purifier will be running in the Reading Room for the duration of appointment hours.

Note that circumstances may force YCA to close, temporarily, or indefinitely, at any time. Staff will contact patrons as soon as possible to notify them of closures, cancellations, or the need to reschedule. Additionally, if patrons are unable to attend their appointment, they should contact [archives@yolocounty.org](mailto:archives@yolocounty.org) or (530) 666-8010 as soon as possible to cancel or reschedule.

