

## **Special Collections Department, UAB Libraries Research Appointments**

The three units of the UAB Libraries special collections department, the Alabama Museum of Health Sciences, the Reynolds-Finley Historical Library, and the UAB Archives, are open by appointment to members of the university community. UAB students, faculty, and staff may make an appointment for a research visit directly with one of these three units. At present, the UAB Libraries remain closed to the general public.

### **RESEARCH APPOINTMENTS**

Research appointments must be made at least two working days prior to the planned visit to allow time for staff to prepare. We cannot accept same-day or walk-in research visits. Departmental staff are working on a remote basis and are not available for same-day appointments.

The UAB Libraries has in place a limit to the number of persons allowed inside each library building, and there is a limit to the number of staff and patrons allowed in UAB Historical Collections. Your preferred research date/time may not be available; staff will work with patrons on the scheduling of the research visit.

All research appointments are subject to change in response to public health orders or to changes instituted by the UAB Libraries or by UAB.

For appointments with the UAB Archives, contact the archives at [uabarchives@uab.edu](mailto:uabarchives@uab.edu)

For appointments with the Reynolds-Finley Historical Library, contact the library at [reynoldsfinley@uab.edu](mailto:reynoldsfinley@uab.edu)

For appointments with the Alabama Museum of the Health Sciences, contact the museum at [medicalmuseum@uab.edu](mailto:medicalmuseum@uab.edu)

### **WHAT TO BRING**

Face Covering – UAB requires all students, faculty, and staff to wear a face mask or other face covering at all times while on the university campus. Patrons must bring their own face covering and patrons without face coverings will not be admitted for their research visit. UAB Historical Collections cannot furnish face coverings to patrons.

Healthcheck – Patrons should present their UAB Daily Healthcheck Passport upon entry.

Pencils and Note Paper – Patrons should bring their own writing instrument – ink pens are not allowed – and any paper needed for note taking.

Laptops – Patrons are allowed to bring laptops; bags will be stored in patron lockers.

Mobile Device or Camera – Photoduplication is currently not available due to safety guidelines issued for the handling of special collections material. Patrons may bring their own mobile device (cell phone) or camera.

Beverages – Food and drink are not allowed in the research area, but patrons may bring capped beverages – which must be stored in patron lockers – because there are no water fountains available in the library due to campus safety guidelines issued by UAB.

## **WHAT TO EXPECT**

Staff and patrons will wear a face mask or face covering at all time without exception.

Staff and patrons must maintain an appropriate social distance at all times.

All personal belongings (purses, laptop bags, backpacks, beverages, etc.) will be stored in patron lockers for the duration of the research visit.

Some requested material may not be available due to established quarantine policies if material had previously been used by other patrons.

In lieu of photocopying/scanning, patrons may image (without flash) material with their personal mobile device (cell phone) or camera. *Some items may not be available for imaging due to donor or other collection restrictions. Photographs in the UAB Archives may not be imaged by the patron.*

Patrons will return used material to a designated holding area as directed by staff.

Following each research visit, areas touched by a patron will be sanitized and all patron-used material will be quarantined for an established period of time before it is available to the next patron.

Research visits will be terminated if any of the above is not followed.