

## Brethren Historical Library and Archives Research Policies

The BHLA is happy to announce that beginning immediately researchers will be able to come into our building to do their research. We will still provide services via phone, email, letters, Facebook, etc. to those who are not comfortable or unable to travel to the BHLA. At this point in time, researchers are expected to follow these guidelines according to the Church of the Brethren Facilities Policy:

- ❖ Please call the BHLA at 847-429-4368 (director), 847-429-4369 (intern), or email us at [brethrenarchives@brethren.org](mailto:brethrenarchives@brethren.org) to make an appointment to visit us. No walk ins are allowed.
- ❖ If you have been exposed to someone who has tested positive for COVID-19, have tested positive for COVID-19, or are experiencing symptoms of COVID-19, please reschedule your appointment for a later date as you will not be allowed to enter the building. If you are sick with any ailment, we ask that you postpone your visit to our facility to protect our staff.
- ❖ No food or drink is allowed near the archival materials.
- ❖ Staff can scan and copy materials at a high resolution in accordance with our fees found on our website. You may take of materials with your phone camera; no flash is allowed. Photos take on your phone are not allowed to be distributed to others or put in published materials.

These policies are subject to change and to be in compliance with the Church of the Brethren Facilities Policy. All the BHLA's other policies remain in effect and can be found at [www.brethren.org/bhla/servicefees/](http://www.brethren.org/bhla/servicefees/)

We look forward to welcoming you to our facilities!

Jen Houser  
Director of BHLA