Research assistance will be provided in two ways: **online services** and by **appointment**.

Most genealogy questions can be submitted via our online services: [www.uwgb.edu/archives/](http://www.uwgb.edu/archives/)

For complex questions or research that requires the use of multiple collections, we offer in-person appointments. These will be available Monday–Friday, 10:00 AM–4:00 PM. To start the appointment process, email archives@uwgb.edu and provide a brief summary of your research. Through email, our staff will ask about your research needs, help you determine how much time you may require, and schedule your appointment. We recommend making your appointment one week ahead of your intended visit. The number of appointments available per day is limited and will be scheduled on a first-come basis.

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**Before your appointment, fill out the online registration form** and read the Reading Room rules, which will be sent to you via email.

**Be on time for your appointment.** Promptness is key to ensure that the facilities are clean and to be courteous to other researchers that may have appointments on the same day.

**For the sake of other researchers and our staff,** we ask that you assess yourself for any potential COVID-19 symptoms before coming to the Archives. **If you have any symptoms, even mild,** please contact us to adjust your appointment.

- **Wash your hands for at least 20 seconds before and after your appointment.**
- **Face masks or coverings will be required** during your appointment. If you do not have one, we will provide a mask.
- **Disposable gloves will be required for handling materials.** These will be provided when you arrive.
- **Practice social distancing,** keeping at least 6 feet apart from other researchers and Archives staff.

**Any copying or scanning of documents will be done by Archives staff.** We will always do our best to deliver copy and scanning services in a timely manner.

We look forward to helping you soon!