JESUIT® ARCHIVES & RESEARCH CENTER

OPEN HOURS GUIDELINES

As a private research facility, the Jesuit Archives & Research Center (JARC) is happy to open parts of our facility for use as a general study space from 10am to 3pm, Monday through Friday. Please consult our website before visiting to verify that we are not closed for holidays or other JARC events. Visitors under the age of sixteen must be accompanied by an adult to use this facility. Visitors who violate these guidelines may be denied access to the building in the future. If you need assistance or have a question about these guidelines, please see the staff person on duty or contact us. These guidelines are subject to revision by JARC staff as necessary.

- Please sign in at the reception desk upon first entering the building and provide a photo ID.
- The open hours are available for the first floor only. The multipurpose rooms can be booked for events connected to the mission of the Jesuit Archives & Research Center and will therefore not always be available for general study use.
- When not booked, the multipurpose rooms are available for group work. Tables and comfortable seating in the open spaces on the first floor are available for quiet study.
- The Jesuit Archives & Research Center is not responsible for personal belongings left in the building.
- Personal belongings brought to the building must not be larger than what can fit within the cubbies available in the building.
- Archives staff reserve the right to inspect personal belongings as visitors leave the building.
- Clean, neat snacks and lidded beverages are allowed in the open study spaces and the multipurpose rooms on the first floor.
- Smoking is prohibited in the building.
- No firearms and/or weapons are allowed in the building.
- Do not place feet on chairs or tables.
- Do not nap in the building.
- All personal electronics, including cell phones, computers, tablets, and digital cameras, must be muted. Visitors using headphones with electronic devices must keep the volume at a level that is not disruptive to other visitors or staff.
- The Jesuit Archives & Research Center is not a lending library. Please feel free to use the books available on the shelves within our facility. When you are done with a book, please leave it on top of a bookshelf or take it to the reception desk.
- Conducting research with our archival materials is available by appointment only. Please use our online form to schedule a research appointment.

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