

University of Sydney Archives Reopening to Staff and Students – FAQs

The University Archives are open for two 2-hour sessions Monday & Tuesday to University of Sydney staff and students:

- Morning session: 10am to 12pm
- Afternoon session: 1pm to 3pm

Why are the Archives only open to University of Sydney staff and students?

The Archives is located in the Fisher Library which is currently only accessible by swipe card.

Are there limits to the number of researchers allowed to visit?

Yes, only a reduced number of people are allowed into the Archives at any one time to maintain safe physical distancing.

How do I make an appointment?

Book online [here](#)

Can I come in at any time?

No. Bookings are essential to visit the Archives.

Why do I have to book online?

Booking online allows the Archives to manage the space in accordance with NSW Health guidelines and collect details of visitors attending each session in the event of COVID-19 contact tracing.

What if I cannot book online? Can I talk to someone?

Yes. The Archives are open Monday and Tuesday, 9.30am to 4pm. Email university.archives@sydney.edu.au or call (02) 9351 2684 when we are open.

Can I book two people into the same session?

Yes, however you will require two separate bookings. There is a limit of one person per booking. Physical distancing measures will still apply.

Can I book two sessions in the one day?

Yes, but you will have to leave the Archives between 12 - 1pm to allow for cleaning and for staff lunch break.

How far in advance do I need to book an appointment?

We ask you to make bookings 2 days in advance to ensure your records will be available on your arrival.

Bookings are not transferable. Visitors who cannot attend a booking will need to cancel or re-book a subsequent session through Eventbrite.

How do I cancel my booking?

Email university.archives@sydney.edu.au or, call us when we are open Monday and Tuesday, 9.30 am – 4pm.

Why do I have to give information on what I am researching? / Why must I order items before I visit?

“By providing information on your research we can let you know whether we have what you are looking for, and if they are available for use. Items will be quarantined for 24 hours after use. Ordering items in advance also allows us to make the requested items available quicker for you.”

You can search our [website](#) and use our [Online Archives Search](#) for details on what we hold.

Can I reserve items for use on another visit?

Yes. However, items that are in high demand can only be reserved for 4 consecutive bookings.

Are there lockers I can use?

No. The lockers will be unavailable to use.

Can I bring my laptop?

Yes, you can use your laptop and/or bring paper and pencil to take notes when you visit.

Can I print and copy documents?

No. There are no printers and copying services available in the Archives. We recommend that researchers bring their own camera to take photographic copies.

Please note that the University does not own copyright in everything held in the Archives. Consult Archive staff before photographing records. The item may already be digitised and Archives staff can provide a copy.

What safety and hygiene measures are in place?

We will comply with the NSW Health guidelines and as a condition of entry, researchers will have to read and agree to the following conditions when making a booking and on entry to the Archives:

- Please stay home:
 - if you are unwell
 - have had cold/flu symptoms such as fever, sore throat, fatigue, cough or shortness of breath in the last 14 days
 - if you have visited a venue with confirmed COVID-19 cases in the past 14 days, please do not visit the University. Find the latest COVID-19 locations [here](#)
 - are awaiting the results of a COVID-19 test
 - live with anyone awaiting the results of a COVID-19 test
- Researchers who exhibit symptoms of illness will be refused entry or asked to leave.
- Researchers are required to wear a face mask at all times.
- Researchers must comply with health and hygiene measures:
 - Use the hand sanitiser provided on entry to the Archives
 - Maintain physical distancing and follow the signs.
- You will be allocated a seat to allow for physical distancing, and you are requested to limit your movement around the search room.
- Researchers who do not comply with physical distancing measures will be asked to leave.

- No food or drink may be consumed within the search room.
- Hand hygiene facilities will be available in the Archives search room, on every floor of the Fisher Library and the restrooms.