

RESEARCH AT THE PULLMAN LIBRARY

As of February, 2021, the Library is not accepting visitors for any purpose. This policy is based upon the realities of the Covid-19 Pandemic and due to preparations for a move that has been delayed by the Pandemic.

The Library usually restrict Research visits as follows:

1. A 20-minute tour to provide a general overview of the Collection, usually tailored to specific visitor interests.
2. A day-long visit (nominally 9 AM to 3 PM) with a \$100 minimum order (this means that while there is no charge, the visitor is expected to order at least \$100 worth of document, drawing or image copies).

During either visit, the visiting party is limited to 2 researchers, and each visitor must be accompanied by a Library staff member at all times. This policy usually translates to the requirement that a minimum of 3 Library volunteers be dedicated to the visit – 2 accompanying visitors and at least 1 locating and processing materials of interest. Note that in some cases, immediate gratification is not possible. Materials may need research to find and time to process them with the result it may take days, weeks or even months to complete fulfillment.

Visitors of any type (researchers, authors, IRM members, etc.) may not look for, extract, process or replace any materials.

“Sometime in 2021”, the Pullman Library will be moving into part of a new building on the Illinois Railway Museum (IRM) grounds. This move will concentrate major portions of the collection into a single location with room for conservation, organization, research and Library tasks. This move will not happen all at once, nor be complete for quite some time.

The preparation for the move will limit the time available for Library & Client projects and orders. Staging of storage and drawings already curtail access to a large portion of the collection. Lack of power in 5 large storage facilities (4 storage bays and a rail car) further limit ability to locate materials.

There is currently no schedule for the move, which means the ability to fulfill requests and reform normal tasks are likewise unable to be scheduled. We have no guess as to when any of the impinging conditions may change.

We do not anticipate Research or other visits at the current Library site from 2021 on. Between Covid-19, the weather and the impending move, it's just not a conducive situation for visitors.

This is a private nonprofit educational archive. We work to preserve the integrity of the collections and how they are used as an educational resource.

Once the bulk of the move has been accomplished, we look forward to working with researchers again. We'll have a larger facility with more room to work with drawings. Drawings will still be stored in tubes, cabinets and boxes, but the bulk of the collection will all be in one place, on one floor. Researchers will be able to look at drawings while the normal Library work is continuing elsewhere, and there will be room to move around.

At that point, this policy will be revised to better relate to the facilities and our new work flows.