



ATENEUM DE MANILA UNIVERSITY  
UNIVERSITY ARCHIVES

February 26, 2022

TO: Ateneo de Manila University Community

FROM: Francis M. Navarro, PhD  
Director

SUBJECT: Use of the University Archives Collection

It has been too long since we have been able to welcome you to the University Archives research room. We know that the past two years has not been easy for students, teachers, and researchers and we miss seeing you in person and helping you with your research.

I am proud of the work done by the University Archives staff to serve the community and outside researchers by responding to as many inquiries as possible while working remotely. The services of the archives have been opened with limited onsite service and work by our staff. We nonetheless understand that our remote services are not a substitute for being physically in the research room, and excited that we will be resuming on a full, alternate on-site schedule starting next month, as the present situation improves.

To ensure your safety and the quality of our services, we are sharing some procedures we have developed. Research visits will be by appointment as the research room can only sit six (6) researchers at a given time and for this we will require that an email message is sent to us prior to the onsite visit. Our email is [archives@ateneo.edu](mailto:archives@ateneo.edu) and once we receive your message, we will refer you to fill up a google form in the UA Appointment System. Please be reminded that we are following safety protocols set by the university requiring our users to be fully vaccinated or show their RT-PCR results clearing them from COVID-19. Our staff will always be ready to respond to your inquiries. The form will also include information regarding the nature of your research so that we could prepare the materials that will be pulled in advance. Our research room procedures will promote social distancing, allowing us to serve the materials in a secure manner.

This will allow us to best test our procedures by gaining insight from researchers most familiar with our pre-pandemic research room operations. As we expand the use of our research room, we will provide opportunities for researchers to engage with us to improve the researcher experience, while also keeping everyone safe.

Thank you for your patience as we carry out our mission during this unprecedented time. We send our best wishes for your good health and well-being, and we look forward to seeing you at the University Archives.

Thank you very much.

