

Northeastern University

Archives & Special Collections Visitor Instructions

Thank you for your interest in visiting us! We are happy to work with you to get you scheduled to visit the Archives and Special Collections. **All visits to the Northeastern University Archives and Special Collections must be made by appointment one day in advance of your preferred visiting time.** Please contact us at archives@northeastern.edu to make an appointment with us and include the specific dates and times you plan on visiting. Do note that until 2023 we cannot guarantee access to any materials and will be providing remote reference.

COVID-19 Visitor Protocols

To promote the health and well-being of the Northeastern University community and Greater Boston community during the continuing COVID-19 pandemic, visitors to the Northeastern University Archives and Special Collections are expected to comply with the COVID-19 Visitors and Events Protocol: <https://news.northeastern.edu/coronavirus/visitors-and-events-policy/> We have highlighted some of the protocols below:

- Visitors must remain away from campus if they feel sick, have tested positive, or believe they may have been exposed to COVID-19.
- Effective March 5th, 2022, masks indoors on the Boston campus will be optional for students, faculty, staff, visitors, and contract employees. Those who wish to continue wearing a mask are free to do so.

Registering for WiFi

All non-Northeastern University visitors will need to register to use WiFi. At present, NUWave-Guest gives very limited access to the internet, and does not provide internet access to email, Google Drive, and other more private sites. Because of this limitation, we advise you to “request a sponsored account” from Northeastern which will give you a username and password to login to the NU-Wave WiFi which should give you full internet access. Follow the steps below to request a sponsored account.

1. Review Sponsored Account instructions provided by NU’s IT department: <https://bit.ly/SponsoredAccount>
2. In instruction # 2 there is a link to request a sponsored account, click the link to open the sponsored account form.

- Fill out your personal information in the fields marked with a red asterisk. See screenshot below for example

First Name * Middle Name Last Name *
 Date of Birth Select Month * Select Day * Select Year * Home Postal Code *
 All applicants should enter the last 4 digits of their SSN for verification purposes.
 Last 4 SSN * Email *
 Job Title Archives Researcher*
 Phone
 Sponsorship Start Date February 28 2022 *
 Role Contractor - Enter Custom End Date* Default End Date Custom End Date (YYYY-MM-DD) 2022-06-30
Must be less than or equal to default end date
 University Email Account Required No * NUNet Account Required No *
This sponsored account will not have access to email. If you will need **Canvas Access** using this account, please set "University Email Account Required" to "Yes".
 myNortheastern Account: Once the request has been approved, you will automatically receive a myNortheastern account
Sponsor
 Change Sponsor

Sponsor	Name	Division	Department	Job Title	Campus Phone	Mail Drop
	Brown, Molly Elizabeth	Library	Library-Archives and Collections	Reference & Outreach Archivist	617/3737656	92 SL

- If you do not feel comfortable providing the last four numbers of your social security number, you may use a four number code. You need to be sure to remember the code because you will be asked to verify this information once your sponsored account is confirmed.
- Under Job Title write: "Archives Researcher"
- Use today's date for Sponsorship start date
- Under Role select "Contractor - Enter Custom End Date"
- Enter the day after your final research visit to the archives in Custom End Date.
- Molly Brown, Reference and Outreach Archivist will be the sponsor you select.

If you would prefer to not request a sponsored account, please follow the instructions below for registering for "NUwave-guest" WiFi. Because your registration information is texted to you and there is no cell service in the basement of Snell Library where the Archives and Special Collections are located, you will need to register prior to visiting the Archives.

- When outside the library connect to "NUWave-Guest" WiFi network.
- Click the link next to "Need to register?" and fill out your personal information.
- Once you have completed registration the page will display your username login and will confirm that your password will be texted to you.
- Wait to receive text with password.

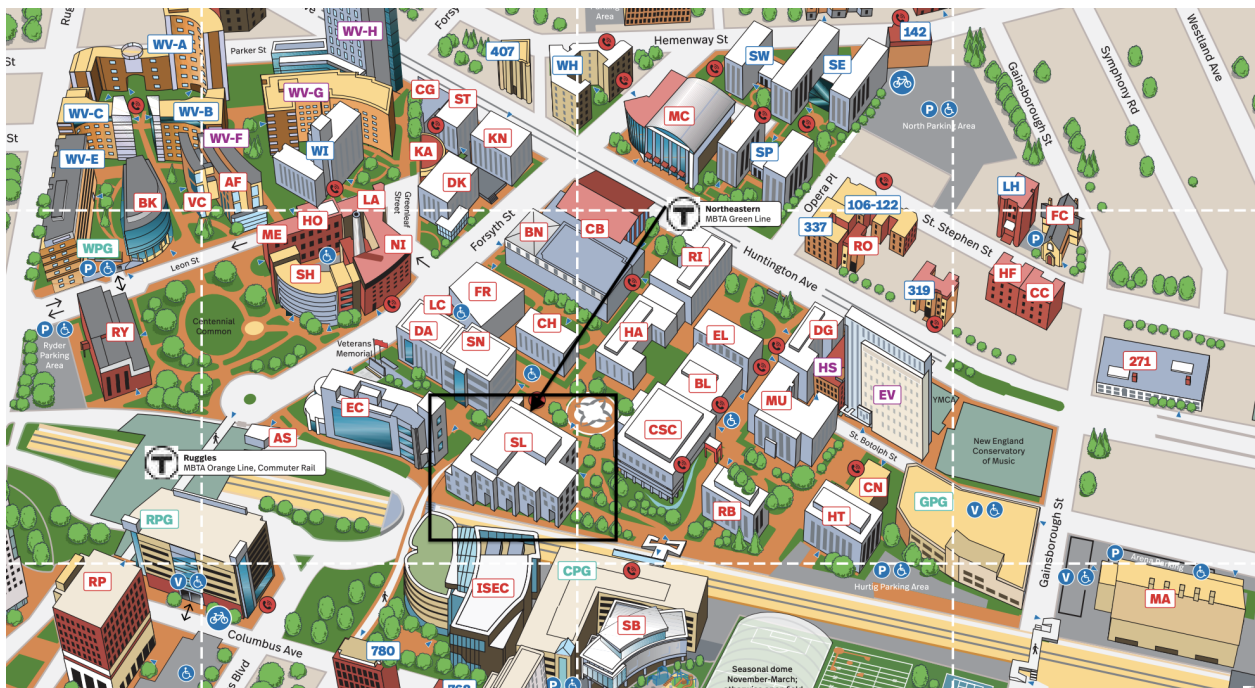
For more information about NUwave-guest Wifi visit here: <https://bit.ly/NUWaveGuest>

Day of Visit Checklist

- Scheduled appointment one day (at least) in advance
- Sent the Archives and Special Collections list of requested boxes/collections to pull
- Received confirmation of visitor registration
- Requested a Sponsored account OR registered for Guest Wifi prior to entering Snell Library

Finding the Archives and Special Collections

The Northeastern University Archives and Special Collections are temporarily located on the first floor Snell Library to the right of the library entrance. Snell Library is accessible by the Providence/Stoughton Line, Orange Line, Green Line, and the 39 bus route.



Orange Line and Providence/Stoughton commuter rail riders go to the **Ruggles** station. Use the exit door marked Northeastern. Turn right on the walkway that runs between the NU Veterans Memorial and the Egan Research Center. Keep straight on this walkway; Snell Library is the building straight ahead.

Green Line riders take the "E" or "Arborway" trolley to the **Northeastern University** stop. Cross to the south side of Huntington Avenue (the opposite side from Tatte and the Marino Center), turn left, and walk along Huntington Avenue past the Cabot Physical Education Center,

then turn right to enter the Northeastern campus. Walk 50 yards or so until you reach an open plaza. The Snell Library building is in front of you across the plaza.

Bus riders take the #39 bus to the stop at **Huntington and Forsyth Way**, in front of Tatte and the Marino Center. Follow the same walking directions as for Green Line riders.

For information about parking please visit:

<https://library.northeastern.edu/about/maps-and-directions/parking-cars-and-bikes>

Once you have reached the library, approach the security desk and say that you are here to research in the archives and special collections. It may take a little time for the security desk attendants to confirm, but they will eventually approve you to come through the gates. Due to renovations in the library we are temporarily located in the alumni reading room which is just to the right of the entrance!

Finding Food and Drink in the Area

If you are looking for some lunch in the area there are several options around Northeastern's campus that might suit you:

- [Curry Student Center](#)
 - Download the [Boost Mobile app](#) to pre-order food from Curry including Starbucks, Red Tomatoes, and Kygo Kitchen and more!
- [Tatte Bakery and Cafe](#)
 - You can preorder your food online through Tatte Northeastern's ToastTab. Includes Gluten Friendly options.
- [Amelia's Taqueria](#) (Huntington Avenue location)
 - You can pre-order you food online through UberEats, DoorDash or ToastTab
- [Flour Bakery \(Hynes Convention Center location\)](#)
 - You can pre-order food online through their website, gluten free options available.
- [Pavement Coffee \(Symphony location\)](#)
- [Gyroscope](#)
- [Boston Shawarma](#)
- [Ginger Exchange \(Symphony location\)](#)

This is not an exhaustive list by any means but a list of options where you can have a comfortable 30-60 minute lunch. If you have any dietary restrictions/interest in particular foods to try while you are in the area let us know!

There are benches and tables and chairs around the Northeastern campus where you can find space to sit and eat outside. If you feel comfortable eating indoors and/or if you brought a lunch there is a cafe on the first floor of the library that generally has individual seating available.