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CRAIG A. POTTS
EXECUTIVE DIRECTOR &
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MEMORANDUM

To: Consultants utilizing the KHC Library for Historic Resource Site Checks

From: Craig Potts, Executive Director and State Historic Preservation Officer, KHC

Date: Dec 16, 2020

The Kentucky Heritage Council is dedicated to ensuring the health and wellbeing of the public and our staff as we implement the Governor's Healthy at Work protocols and continue find ways to make our site files more accessible for all of our constituents. As we begin 2021, a long-time goal and one of our main initiatives toward full accessibility will move forward as we begin digitizing our Historic Resource Library.

There are 2 phases of this work. **During the first phase, all of the Survey Forms and National Register files will be moved off site for digitization, so there will be no access to these files in the first several months of 2021.** Updates on the availability of these files for review will be provided periodically on our website. We apologize for any inconvenience this may cause.

In order to complete this first phase, the KHC library will be closed from December 28th 2020 through January 8th 2021. Upon reopening, please note that Survey Reports, State Level Documentations, and the Historic Context Library will still be available for access via appointment to conduct research.

Appointments will be available in two time slots a day on Mondays, Wednesdays, and Fridays: 9am to 12pm and 1:30pm to 4:30pm. The first appointment available will begin 9am on January 11th, 2021. To schedule an appointment please email Craig Potts at craig.potts@ky.gov, and you will receive a confirmation email in return. When scheduling, please stipulate what reports you need to examine so KHC staff can collect the materials and make them available to you during your visit. Due to Healthy at Work protocols limiting the building's capacity, KHC cannot permit access to visitors without confirmed appointments, and only one visitor is allowed per appointment time.

Visitors should self-monitor their temperature and general health prior to arrival. During the appointment and while in the building, **visitors are required to wear masks** (a mask will be provided upon request). Infrared thermometers are available on site for visitors who are not able to test themselves prior to entering the KHC office. Visitors will be permitted to access the conference room and the first floor restroom (located at the base of the stairwell just past the door to the conference room) as needed. The research materials you request at the time of your appointment will be placed on the conference room table and the conference room door can be closed to provide a socially (Cont.)



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distant space to review the materials. A hand sanitizing station can be found in the front entry hall and disposable gloves will be provided.

Current Healthy at Work protocols prohibit gathering (i.e. more than two people) in common areas and the reception area as the layout of those areas do not accommodate proper social distancing. As such, visitors are not allowed to utilize the office copier for scanning documents. Visitors are encouraged to take photos of the documents with their devices (i.e. smart phones, tablets) or are welcome to bring a laptop and scanner as there is space to set these up in the conference room. At the end of the appointment, KHC staff will remove the reference materials for refiling and the conference room and touchable surfaces on the first floor will be disinfected before the afternoon appointment begins.

The second phase of digitization will take place in the spring when additional library resources will be moved off site for processing. Watch for updates to this schedule on our website and please email me should you have questions.