

MAINE HISTORICAL SOCIETY
Researcher Registration Form

Please complete this form before using the Maine Historical Society Library. Members should present their membership card and non-members should provide a form of picture identification. Non-member use of the Library is available by paying a daily fee or by purchasing a 5-day pass. Stack access is limited to members, but staff will retrieve all materials for visitors.

NAME (please print): _____

ADDRESS (permanent mailing): _____

PHONE: _____ EMAIL: _____

Please circle all that apply:

MHS Member: Genealogist: Graduate Student: Faculty:

K-12 Student: Undergraduate: Media: Other:

INSTITUTIONAL OR BUSINESS AFFILIATION: _____

SUBJECT OF RESEARCH: _____

MATERIALS TO BE CONSULTED (if known): _____

PUBLICATION PLANS: _____

By signing this form I agree to abide by the rules of Maine Historical Society Library and other Society guidelines for the responsible use of the MHS collections on the reverse side of this form.

DATE: _____ SIGNATURE: _____

FOR STAFF USE ONLY:

Membership paid: 5-day pass paid: Daily fee paid:

Membership expires: 5-day pass expires: Date of free visit:

NAME:
(Last)

(First)

DATE:

COLLECTIONS GUIDELINES

To ensure the continued access to and preservation of unique materials in the Collections of Maine Historical Society, the following rules for collections use shall be observed. Failure to observe these rules will result in the loss of privileges.

1. Please sign in each time you visit the Library.
2. Hang all coats, umbrellas and outerwear in the vault in the Reading Room. All bags and backpacks must be stored in a locker. Please limit the number of materials at your work area.
3. Please enjoy snacks and drinks outside the Reading Room. There is a water fountain on the basement stair landing.
4. Stack access is a privilege of membership and includes Reading Room level stacks, Nichols Hall and the balcony. Stacks close 15 minutes before Library closing.
5. The card and online catalogs and collection inventories will assist you in gaining access to the Collections. Please do not hesitate to consult the staff if you need assistance with your research.
6. As this is a research collection, materials do not circulate.
7. We reserve the right to bring out one manuscript box, folder or collection at a time. Please retain the original order of all collections.
8. Do not lean on or place objects on materials being read or transcribed.
9. When working with manuscripts, newspapers and maps please *use pencils only*.
10. Gloves are provided for use with manuscripts, drawings, photographs, rare books and maps.
11. Please notify staff if you find items in disrepair. Do not clean or repair yourself.
12. *Photocopying is a privilege*. Manuscripts, maps, newspapers and fragile books **cannot** be photocopied. Please use care in handling books and respect the “Do not photocopy” stickers. Copies are \$.15 and \$.25; title pages are free. **No photography or scanning is allowed**. Photo-duplication including digital scanning for publishing, etc. is available from Photographic Services. Please inquire.
13. Returning books to the counter will speed staff re-shelving. Maine books to the left, genealogies and other books to the right. **Please return Mss., rare books, maps and oversize materials to the staff.**
14. Please use your cell phone in the lobby to avoid disturbing other researchers.
15. The use of computers and microfilm readers may be limited when the demand is high.

Thank you for your cooperation with these collections-use guidelines. They are designed to provide a workable compromise between preservation and use in accordance with current professional library and archival standards.