

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.

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:

Daily fee paid:

Membership expires:

Date of free visit:

NAME:
(Last)

(First)

DATE:

COLLECTIONS GUIDELINES

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

1. Please sign the Research Library Day Book each time you visit
2. Please hang coats and **check all bags, purses and backpacks** in the lockers provided Please use cell phones in the Lobby only
3. Please work with only one manuscript box at a time, one folder at a time, and retain the original order of the documents within the folder Please limit the amount of materials at your work area
4. Do not lean on items being read or transcribed; no tracing without permission
5. When working with manuscripts, please *use pencils only*
6. White gloves are provided for use with drawings, un-sleeved photographs and maps
7. Please notify staff if you find items in disrepair Do not clean or repair yourself
8. *Photocopying is a privilege* Manuscripts **cannot** be photocopied Please use care in handling books, and respect the "Do not photocopy" labels Copies are \$.15 and \$.25; title pages free No photocopying last ¼ hour before closing
Photo-duplication including digital scanning for publishing, etc. is available from Image Services; please inquire
Digital photography is permitted for members only with signed permission Non-members may not use a digital camera
9. Returning books to the appropriate location will speed staff re-shelving Do not re-shelve materials yourself, but return them to the book carts **Please return Manuscripts, rare books, maps and oversize materials to staff**
10. Stack access is limited to Reading Room level stacks Paging ceases 15 minutes before Library closing This is a research collection; materials do not circulate
11. The online catalogs and collection inventories will assist you in gaining access to the Collections Should you desire additional direction in your research, please do not hesitate to consult the staff
12. Please enjoy any snacks outside the Reading Room There is a water fountain available
13. The use of computers and microfilm readers may be limited when 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.

Instituted February, 1991; revised October, 2008.