

MAINE HISTORICAL SOCIETY  
Researcher Registration Form

Please complete this form before using the Maine Historical Society Brown Research 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 check here to receive the MHS E-Connection and other online announcements

Would you consider your research at MHS historical or genealogical in nature? \_\_\_\_\_

Please circle all that apply:

MHS Member	Graduate Student	Faculty	Author
K-12 Student	Undergraduate	Media	Other: _____

INSTITUTIONAL OR BUSINESS AFFILIATION: \_\_\_\_\_

SUBJECT OF RESEARCH (please be specific): \_\_\_\_\_

MATERIALS TO BE CONSULTED (if known): \_\_\_\_\_

PUBLICATION PLANS: \_\_\_\_\_

Would you be willing to add your name to the MHS database of current Maine research? \_\_\_\_\_

Would you be willing to add your name to a speaker's list for use by MHS or other groups? \_\_\_\_\_

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. Rules appear on the reverse side of this form, are posted within the library and appear online.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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. All patrons must check in with staff.
2. Please hang coats and **check all bags, purses, laptop bags and backpacks** in the lockers provided.
3. Please use cell phones in the Lobby only.
4. Stack access is limited to Reading Room level stacks. Paging ceases 15 minutes before Library closing. Paging frequency subject to staff discretion. This is a research collection; materials do not circulate.
5. 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.
6. 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.**
7. *Photocopying is a privilege* Manuscripts and Special Collections **cannot** be photocopied. Please use care in handling books, and respect the "Do not photocopy" labels. Copies are \$.25 and \$.50; title pages free. Photo-duplication services for publishing, etc. are available from Image Services; please inquire.
8. Non-flash digital photography is permitted for members only, with signed permission. **Non-members may not use a digital camera.** Hand-held or desk top scanners and similar technology is not permitted. All photography is subject to staff approval.
9. Do not lean on items being read or transcribed; no tracing or scanning of materials.
10. Please *use pencils only*.
11. White gloves are provided for use with drawings, un-sleeved photographs and maps.
12. Please notify staff if you find items in disrepair or out of order. Do not clean, repair or organize yourself.
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. Computer use policies are posted within the reading room.

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.

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 April 2013.