

Maine Historical Society Collections Use Guidelines

To ensure continued access and preservation of the Brown Library's unique materials, research patrons must observe the following collection use guidelines. Failure to observe these rules will result in the loss of research privileges. The guidelines also reflect necessary steps to prevent the spread of COVID-19.

Historic collections are quarantined between use. Manuscript and Special Collections (maps, photos, pamphlets, newspapers, architectural drawings, ephemera, broadsides, etc.) are requested in advance and are not available on-demand. MHS strongly encourages requesting books in advance, as some titles may not be available.

1. Please check coats and all bags, purses, laptop bags, backpacks, etc. in the provided lockers before entering the reading room. Laptops must be removed from their bags and/or zipper enclosures.
2. **Patrons will wear a mask for the duration of their visit.**
3. Please wash or sanitize your hands before entering the reading room. Sanitizer is available at the entrance. For the collections' safety, **hand sanitizer is NOT permitted at the reading room tables.**
4. Please take calls on your cell phone in the lobby only.
5. No food or drink in the reading room.
6. Patrons are limited to their designated reading room table. The stacks are closed at present. Browsing is not permitted, and social distancing is required. Do not approach staff or other researchers.
7. **Pencil only.** Pens, highlighters etc., are not permitted.
8. Please work with only one manuscript box at a time, one folder at a time, and maintain the original order of documents within the folders. Please limit the amount of materials at your work area.
9. Do not pull items from their folders/enclosures or rearrange for the purposes of reading or photographing. Do not lean on collections while reading or transcribing. Tracing is not permitted.
10. Return consulted items to the end of the table or onto your designated cart (when appropriate).
11. MHS members may use a handheld, non-flash camera to capture content. Non-members (including students or teachers without a membership) **may not use a digital camera.** Handheld scanners, tripods, lights or similar technology is not permitted.
12. Patrons agree to not publish or disseminate captured content without written permission from MHS. Patrons agree to abide by all United States copyright laws when and where applicable.
13. White gloves are provided for use with drawings, un-sleeved photographs and objects. Gloves are not required for handling other materials, unless specified by staff.
14. Please notify staff if you find items in disrepair or out of order. Do not clean, repair or organize items on your own.
15. Only one microfilm reader is available at present. Please be mindful of others who are waiting to use the machine. When finished, please inform the staff, so the machine may be cleaned for future use.