



## WHAT CAN I BRING INTO THE RESEARCH CENTER?

### ALLOWED

- Pencils
- Paper
- Laptop computer
- Camera
- Materials necessary for research (notebooks, notes, etc.)

### NOT ALLOWED

- Purses
- Computer cases
- Camera bags
- Briefcases
- Bags or similar enclosures
- Coats, jackets, hats, or other outerwear
- Food or drink
- Personal scanners

- Place prohibited items in lockers outside the Research Center.

(over)



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## WI-FI ACCESS

- The CHS offers free Wi-Fi access.
- Network is *CMCH Patron*, password is *friendofCMCH*

## FINDING AND USING MATERIALS

- For printed materials and historical manuscripts, first look in the online library catalog available on the computers in the Research Center and from your computer at *cmch.bibliovation.com*.
- Request items in the library catalog electronically. Instructions are on the the library catalog home page.
- Consult the wooden card catalogs for additional printed materials and manuscripts.
- Request items found in wooden card catalogs using call slips at the Reference Desk.
- For artifacts, first look in eMuseum, available on the computers in the Research Center and from your computer at *chs.org/emuseum*.
- For photographs, prints, and drawings, first look in eMuseum, then check Connecticut Digital Archive at *collections.ctdigitalarchive.org*. If you don't find what you're looking for, inquire at the Reference Desk.
- For portraits, paintings, and silhouettes, first look at the notebooks of copy photographs in the Research Center. If you don't find what you're looking for, inquire at the Reference Desk.

## DATABASES

- Subscription databases and CMCH databases are available on the public computers. Icons on the public computers provide information and links.
- A printer is available.

## PHOTOCOPYING

- Photocopies of rare items in good condition can only be made by staff if circumstances permit.
- Photocopying of all bound materials is prohibited.

## PHOTOGRAPHY

- Digital photographs without flash are allowed for research purposes.
- Digital images for publication must be purchased from the CMCH. Inquire at the Reference Desk.

## MICROFILM

- Scans can be emailed or saved to a flash drive. The CMCH bears no responsibility for any virus transfer.

## COPYRIGHT

- Researchers assume all responsibility for observing the legal requirements of copyright.

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