



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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