

## **WHAT CAN I BRING INTO THE RESEARCH CENTER?**

### **YES**

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

### **NO**

- 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.
- Prepare to present a photo ID when making your first visit during a calendar year.

## WI-FI ACCESS

- The CHS offers free Wi-Fi access. The password is: *friends of chs*

## FINDING AND USING MATERIALS

- For printed materials and historical manuscripts, first look in the online catalog, *HistoryCat*, available on the computers in the Research Center and from your computer at [chs.org/historycat](http://chs.org/historycat).
- Request items in *HistoryCat* electronically. Instructions are on the *HistoryCat* 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](http://chs.org/emuseum).
- For photographs, prints, and drawings, first look in eMuseum, then check Connecticut History Illustrated at [connecticuthistoryillustrated.org](http://connecticuthistoryillustrated.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 CHS databases are available on the public computers. Icons on the public computers provide information and links.
- A printer is available and print-outs cost \$0.25/each.

## PHOTOCOPYING

- You may make photocopies of books under 100 years old and genealogical manuscripts in good condition. Photocopies cost \$0.25/per page.
- Keep track and tell staff how many copies you made at the end of your visit.
- Staff will prepare a payment voucher that you take and pay at the Welcome Desk at the entrance to the CHS.

## PHOTOGRAPHY

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

## MICROFILM

- Print-outs of microfilm cost \$0.25/per page. Scans can be emailed or saved to a flash drive. The CHS bears no responsibility for any virus transfer.

## COPYRIGHT

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