

**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.

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### **WI-FI ACCESS**

- 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/koha](http://chs.org/koha).
- 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 Online at [cthistoryonline.org](http://cthistoryonline.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 CHS.

### **PHOTOGRAPHY**

- Digital photographs without flash are allowed for research purposes.
- Digital images for publication must be purchased from 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. CHS bears no responsibility for any virus transfer.

### **COPYRIGHT**

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

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