



## USING THE INDIANA HISTORICAL SOCIETY LIBRARY

The Indiana Historical Society's William Henry Smith Memorial Library collects and preserves printed materials, manuscripts, visual materials, and artifacts documenting the history of Indiana and the Old Northwest. The library is open to all researchers. We encourage use of the collections but **we ask that you follow the procedures outlined below to help preserve the collections for future researchers.**

**Library hours:** Tuesday-Saturday, 10:00 a.m. to 5:00 p.m. The Reading Room closes at 4:30 with retrieval of materials available until 4:00.

**Facilities:** The library is divided into two main areas. The **Reference Room** for orientation, electronic resources, using materials in the reference collection, and using microfilm. The **Reading Room** is for using the research collections including audio/visual materials.

**Appointments:** Appointments are required for the Reading Room and recommended for Reference Room use **to maintain capacity limits each day.** Appointments can be made via email ([reference@indianahistory.org](mailto:reference@indianahistory.org)) or phone (317-234-0321). Same-day appointments will be limited based on availability. Researchers will receive a confirmation for a scheduled appointment. Walk-ins will be allowed for Reference Room use if space permits. The Desk attendants will assign lockers and tables upon arrival for use during the day. **Please note: Masks are required to be worn properly while in the Eugene and Marilyn Glick Indiana History Center, home of the Indiana Historical Society. This includes during your visit to the Library.**

**Registration:** On your first visit, you must complete a researcher registration card, renewable annually. **A photo ID is required to register and to use research materials in the Reading Room and computers.**

**Personal property:** Only material needed for research (such as pencils, paper, research notes contained in one folder or notebook, or an electronic device for note and/or photograph taking) may be taken into the Reading Room. Before using the library, place other personal property, including coats, purses, briefcases, backpacks, and computer cases in the lockers outside the library's main entrance. Any item brought into the Reading Room is subject to inspection. Reading Room staff **will examine** all personal items brought into the Reading Room for any researcher who has used manuscript or visual materials or small, loose printed items. Personal items will be examined when the researcher is exiting.

**Requesting and using library material:** Patrons must fill out a call slip for each item/collection requested. Call slips are available on each of the computer stations in the Library Reference Room. With the exception of microfilm, research collection material may only be used in the Reading Room. Access to library material will be provided by the staff person at the Reading Room desk for check out. A designated location for returning library materials will be indicated to you by staff.

**Handling library material:** Help us preserve library material for future generations by handling all items with care.

- **Food and beverages are not permitted in the library.**
- **Use only pencils in the library; no pens or highlighters may be used.** It is recommended that you bring your own pencil, but one can be provided to you if needed.
- **Due to the nature of our collection, some materials may have come into contact with allergens prior to arriving at IHS.** If you are susceptible to allergens please speak with staff for assistance.
- **Do not lay items on top of library material.** Special weights are available to hold books open if necessary. Keep manuscript and visual materials flat on the table and in their folders. Turn items or pages carefully. Request book stands when needed to hold books at a more comfortable angle.
- **Maintain all material in the original order, exactly as received.**

**Accessing Media Collections:** An appropriate playback machine will be supplied to you for use of audio/visual materials. However, we recommend that you bring your own headphones that utilize a standard headphone jack. There will be inexpensive earbuds available for purchase if you do not have any with you.

**Reproduction of library material:** Researchers may use a camera or digital device (phone, tablet, etc.) to take photographs of library materials though there are restrictions on what items may be reproduced in this manner. Consultation with staff and completion of the 'Use of Cameras' form and review of its supplemental document is required prior to using your own device to take any images of the library's materials. No video cameras, scanners, or personal audio equipment are allowed in the library. Arrangements for videotaping must be made in advance. Photocopies and reproductions of photographs can be made by staff, but permission is not automatically granted. A form must be completed for each reproduction request. Ask for forms and instructions at the desk. Photocopies cannot be guaranteed for the same day. Please allow at least two weeks for photographic reproductions.

**Publication and exhibition of library material:** If your use of the collection may result in a request to publish or exhibit either original or reproduced IHS material, please inform the person at the desk. Limited portions of most printed material may be published according to the "fair use" guidelines of the U.S. Copyright Code; otherwise, it is your responsibility to secure the appropriate permission.

**Research Services:** Researchers may use the library free of charge. However, research services are available upon request.

**Research Environment:** Please help us maintain a quiet research environment. Please silence all communication devices and exit the library to hold phone conversations. Anyone who, in the opinion of the library staff, is disruptive to other researchers may be asked to leave the library. For clarification of any library policies and procedures, please consult with library staff.

**Indiana Historical Society on the World Wide Web:** Please visit the Indiana Historical Society web site for more information about the organization and for access to our online catalog, collection guides, and more. The web address for IHS is <https://indianahistory.org>. The web address for direct access to the library's online catalog is <https://indianahistorylibrary.on.worldcat.org/discovery>. The web address for direct access to the library's digital collection is <http://images.indianahistory.org/>.