



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 4:00 p.m. with retrieval of materials and photocopying available until 2:00 p.m.

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

Appointments: Appointments are required for the Reading Room. Appointments can be made via email (reference@indianahistory.org) or phone (317-234-0321). Same-day appointments may be available on a limited basis.

Registration: On your first visit, you must complete a researcher registration card, renewable annually. **A photo ID is required to register and to do research.**

Personal property: Only material needed for research (such as pencils, paper, research notes, 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 exits.

Requesting and using library material: Patrons must fill out or sign a call slip for each item/collection requested. Call slips are available in the Library Reference and Reading Rooms. Those with scheduled appointments that have supplied a materials list will have call slips to sign upon arrival. 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 use.

Accessing Media Collections: An appropriate playback machine will be supplied for use of audio/visual materials. We recommend that you bring your own headphones with a standard headphone jack. Earbuds are available for purchase at the Reference Desk if needed.

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.**

Reproduction of library material: Researchers may use a camera or digital device (phone, tablet, etc.) to take photographs of library materials. Consultation with staff and completion of the 'Use of Cameras' form 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 digital reproductions are possible for most items. A form must be completed for each reproduction request. Ask for forms and instructions at the desk.

Publication and exhibition of library material: Please discuss any plans to use library collections for publications, exhibits, or other uses (beyond research purposes) with library staff.

Research Services: Researchers may use the library free of charge. The library does provide a research request service for a fee if researchers are unable to complete their research while on-site or need further assistance after their research has been concluded. Please see library staff for further information.

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 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 website 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>. Direct access to the library's online catalog is <https://indianahistorylibrary.on.worldcat.org/discovery>. Direct access to the library's digital collection is <http://images.indianahistory.org/>.