

Castine Historical Society

Reading Room Rules & Registration

Access to collections

We are pleased that you are interested in viewing our collections, and encourage access for any reason, even mere curiosity! However please bear in mind that our reading room is open by appointment only. This allows us time to retrieve your items and to avoid scheduling conflicts.

- An appointment can be made by emailing the Collections Manager at curator@castinehistoricalsociety.org.
- A signed Researcher Registration form (see below) must be completed upon arrival.
- Photography is permitted for non-commercial personal or educational use.

Viewing archival material

*Archival materials are defined as **original** records such as manuscripts, rare books, artworks, original maps, original photographs, and institutional documents. Disregard these rules if you are only viewing photocopied research files.*

- Archival materials may be viewed only within the reading room.
- If archival materials are present, the use of pens and markers is prohibited. Pencils or electronic devices can be used to take notes.
- Do not fold, write on, or otherwise damage archival material. Please turn pages carefully.
- The exact order and arrangement of the materials in the collections must be maintained.
- Consuming food and drink is not permitted in the reading room.

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone number: _____

Email address: _____

I have read the Reading Room Rules and agree to abide by them. I will be fully responsible for conforming to copyright laws.

Signature

Date