



J. Eugene Smith Library

Eastern Connecticut State University

Archives & Special Collections - Connecticut Studies

GENERAL GUIDELINES

Sign in – Sign out

ALL users/researchers must sign in the Daily Register as they enter the area.

Exceptions: Tour groups, library staff, maintenance workers or individuals who have an appointment with the Director of the Center for Connecticut Studies.

Fill out a Researcher Application Form

1st time visitors or those who have not visited in over 1 year must fill out a researcher's application form which will be kept on file until the next academic year.

Review “Rules for Use”

All new users must review the “Rules for Use of Materials” with a staff member to ensure the proper care and use of the collections.

Copies are posted in the area.

Check in belongings

All book bags, laptop cases, purses, coats etc. must be placed in a locker after sign-in. These items are accessible during the visit.

Laptop computers, notebooks & pencils are allowed in the area.

Assistance is available:

Library catalog & databases;

Locating resources;

Retrieval of archival material;

Use of microfilm reader-scanners;

Use of photocopying equipment;

Use of scanner equipment.