

## Checklist for Your Visit to the Montana Historical Society Research Center

Familiarize yourself with [our collections](#) (and search our online catalog) to determine which collections you'd like to view. If you are uncertain about what you need, our knowledgeable staff will assist you once you arrive.

### If visiting:

- On a specific day, [verify that we are open](#) that day.
- On a Saturday, please call (406) 444-2681 prior to 3:00 p.m. *the day before*. (We cannot pull archival collections on Saturdays.)
- With a group of 5 or more, please call ahead to schedule an appointment.

### Suggested items to bring:

- ✓ [Photo ID \(required\)](#)
- ✓ Digital camera (use subject to staff approval)
- ✓ Thumb drive for free scans from digital microfilm readers and computers.
  - We sell 4GB thumb drives for \$10.00, or you may use your own.
- ✓ Laptop computer (We have free wireless Internet.)
- ✓ Earplugs/earbuds for quiet concentration
- ✓ Cash, credit card, or check for any costs accrued

### Equipment we provide:

- Free lockers and locks for storing coats, bags, and personal items
- Digital microfilm readers
  - Printouts from microfilm are 25¢ self-service (35¢ for mail-order requests).
- Photocopiers
  - Photocopies are 25¢ self-service (35¢ for mail-order requests).
  - Double-sided photocopies are 40¢ self-service (50¢ for mail-order requests).
- Public computers with access to the Internet and subscription databases
  - Printouts are 25¢ self-service (35¢ for mail-order requests).
- Video equipment (VHS/DVD players and TV) for viewing films
- Audio equipment (CD/cassette players) for listening to audio
- Headphones
- Props for holding/stabilizing materials
- Scratch paper for notetaking
- Pencils (We do not allow pens in the reading room.)

### Items not allowed in the Research Center:

- ✗ Scanners of any kind or size
- ✗ Briefcases, bags, backpacks, purses, laptop bags
- ✗ Food or beverages
- ✗ Cell phones (If you must have phone access, use vibrate setting and take calls in lobby.)
- ✗ Adhesive materials such as sticky notes or gum
- ✗ Pens