

**Checklist for Your Visit to the
Montana Historical Society Research Center**
mhslibrary@mt.gov (406)444-2681

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 staff will assist you once you arrive.

If visiting:

- on a specific day, [verify that we are open](#) that day.
- with a group of 5 or more, please call ahead to schedule an appointment.
- to access our photographs, begin in the Main Research Center Reference Room. If you cannot find what you need there, you can make an appointment with the Photograph Archives 24 hours in advance by emailing photoarchives@mt.gov or calling (406)444-4739.
- to access materials stored off-site, we require 48 hours advance notice.

Suggested items to bring:

- ✓ **Photo ID (required)**
- ✓ Digital camera (use subject to staff approval)
- ✓ Thumb drive for free scans from digital microfilm readers, photocopiers, and computers.
 - We sell 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 for use with audio/video equipment
- 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, folders, binders
- ✗ 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