



Conducting Research

At South Mountain Heritage Society

First Saturday of the Month Apr-Sep 10am-3pm

Or by Appointment

South Mountain Heritage Society (SMHS) offers diverse resources for research at our museum. Archival collections, reference files, and our library are all available for researchers to use. In order to ensure that you have the best experience possible when conducting research with us, we ask that you observe these guidelines:

- Before you visit SMHS, it is best to contact us to ensure that we have materials that will fulfill your research objectives. Contact our Historian and Curator, Jody Brumage (240-818-1610 or jodybrumage@gmail.com) to get started.
- When you arrive at SMHS, you will be asked to remain in the exhibit room while using materials from the collections. You may use your laptop or take notes in pencil while using archival materials. Please do not have any food or drinks in open containers while using the collections.
- Digital photography is encouraged if you need to make a copy of a document or photograph. *Please ensure that your flash is deactivated before taking photographs.
- If you would like hardcopy reproductions of materials from our collections. *If the document/photograph that you are requesting is fragile and could potentially be damaged in the process of copying it, we reserve the right to deny the request.
- Please note that if you are going to use a duplicated document or photograph in a publication, you must ask permission from SMHS to assess the copyright and to give proper credit for the record in your work.
- When citing records from our collections, please use the following format:
[object title/description], Museum Collection, South Mountain Heritage Society, Burkittsville, MD. Accessed on [date].

SMHS does not charge a fee for the use of our collections. However, we do ask that you make a donation to the heritage society in the effort to maintain our facilities, preserve our archival collections, and to continue making them accessible for research. The suggested donation amount is \$20.00 for a research visit.

Name: _____ **Date of Visit:** _____

Address: _____

City/Town: _____ **State:** _____ **Zip:** _____

Contact: (Phone or Email): _____

Topic of Research: _____