

## **RESEARCHING AT THE BALLAARAT MECHANICS' INSTITUTE (BMI)**

Welcome! Thanks so much for organising to come and research at the BMI. We can't wait to hear about what you find.

### **Please read some important information below:**

-Research access is free for members or \$10 per day for non-members (fees may vary for shorter or longer assistance requirements).

Research assistance is largely done by volunteers so your contribution helps the institute in its ongoing operations. Becoming a member allows you to enjoy the lending library and research facilities as well as discounts on venue hire and events, and the knowledge that you are supporting this historic cultural hub to continue into the future.

-On arrival (and each time you are in), please sign into our researcher's log which allows us to keep track of who is in the building, the amazing ways the collection is being used and so we can stay in touch.

-A librarian or research assistant (as available) will give you a short tour of the research facilities, OHS information and provide you with computer access where needed and give you details for wifi and any login information you will need for internal databases.

Please note a few points we ask you to follow as our collection items are unique and irreplaceable:

-Please treat all items with care and have clean hands

-Only use pencils

-No drinks in research areas

-No backpacks in the Heritage Reading Room

-Be respectful of others using the space

-Locked cabinets and keys are to be managed by BMI staff only

-When no research assistant is available you will be asked to use the table in the lending library to view materials from locked cases. There may also be specific handling conditions ie gloves

-If you come across any damaged items please alert staff

-Photographs are permitted but please acknowledge Ballaarat Mechanics' Institute in any sharing and publications

### **What is available online and via databases?**

-Lending Library and Research collections catalogue:

<http://bmilibrary.org/>

-BMI on Victorian Collections. Search here via keywords for image inquiries:

<https://victoriancollections.net.au/organisations/ballar-at-mechanics-institute>

Note there are image print and usage forms for you to complete as needed.