

## ***Microfilm of Manuscripts and Archives, Interlibrary Loan Borrowing Institution Use Agreement***

This document defines the conditions for borrowing microfilm of University of Maryland Libraries' archives and manuscripts through interlibrary loan and constitutes an agreement between institutions. Please read these instructions and acknowledge that you have read them and that the institution you represent agrees to abide by the conditions set forth by signing this form and returning it to: Special Collections, University of Maryland Libraries, College Park, MD 20742.

### **1. Initiation of Borrowing Requests**

Borrowing requests must be initiated by the researcher or through the special collections or interlibrary loan department of a borrowing institution.

### **2. Qualifications and Duties of Borrowing Institution**

- a. The borrowing institution must have a special collections program that includes staff assigned to and trained in the care and handling of special collections. In addition, the borrowing institution must provide secure storage for the borrowed microfilm during the loan period.
- b. Microfilm of manuscripts and archives borrowed from Special Collections, University of Maryland Libraries, must be used only in a reading room comparable to the Maryland Room at the University of Maryland Libraries. Specifically, the reading room must be secure and under constant surveillance to ensure the safety of the microfilm during use.
- c. The special collections staff of the borrowing institution must ensure that NO PHOTOCOPIES are made of materials on the borrowed microfilm and must use its best efforts to enforce all of the regulations enumerated on the researcher's agreement form regarding the use of the microfilm. See [Microfilm of Manuscripts and Archives, Interlibrary Loan Researcher Use Agreement](#). That agreement requires researchers to obtain prior permission from the holder of the copyright to publish from unpublished manuscripts or from copyrighted published works. It is the researcher's responsibility to obtain that permission. Note: In most cases, the University of Maryland Libraries do not own the copyright to the materials it holds.
- d. The borrowing institution must agree to abide by United States Copyright Law.

### **3. Care and Transfer of Borrowed Microfilm**

- a. Packing, shipping, and record keeping will be handled by the Special Collections' departments at the University of Maryland Libraries and the borrowing institution.
- b. Both the University of Maryland Libraries and the borrowing institution will ship the microfilm by a courier with tracking capabilities, such as UPS or Federal Express.

- c. The University of Maryland Libraries are responsible for packing the microfilm for shipping to the borrowing institution so as to ensure its return in the condition in which it was sent.
- d. The borrowing institution is responsible for the safety of borrowed microfilm from the time it is received by the borrowing institution until the time the University of Maryland Libraries' Special Collections receives the borrowed microfilm. If irreparable damage or loss occurs at any time during this period between the shipment of the microfilm and its return, the borrowing institution will be responsible for meeting all costs of replacement or other appropriate compensation as determined in accordance with fees set by the University of Maryland Libraries.
- e. The borrowing institution is responsible for returning the microfilm in the same condition as it was received by using the packing materials in which the microfilm was originally shipped or equivalent packing materials.

#### 4. Citation

When citing materials from the University of Maryland Libraries' Special Collections, researchers shall identify the specific item, give the title of the collection, if any, and then use the following credit line: "Special Collections, University of Maryland Libraries."

#### 5. Certification

By signing this Agreement, I certify that I have read and understand the foregoing rules governing the use of University of Maryland Libraries' microfilm of manuscripts and archives and further that my institution agrees to abide by and enforce all the regulations in good faith.

**SIGNATURE**

**DATE**

<b>NAME (Please Print):</b>			
<b>TITLE:</b>			
<b>INSTITUTION:</b>			
<b>DEPARTMENT:</b>			
<b>ADDRESS:</b>			
<b>PHONE:</b>		<b>EMAIL:</b>	
<b>COLLECTIONS REQUESTED:</b>			
<b>REEL(S) REQUESTED:</b>			