

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

The following information is provided to you in order to answer basic questions about the use of microfilm of University of Maryland Libraries' manuscripts and archives and to alert you to regulations that are meant to insure proper use of these research materials. Acknowledge by your signature on this form that you have read these instructions and agree to abide by them in their entirety.

### **1. Borrowing Procedure**

- a. All microfilm of manuscripts and archives is housed in closed stacks. On-site researchers will request microfilm by completing a Collection Retrieval Request Form available at the reference desk in the Maryland Room.
  - i. On-site researchers may request as many reels as they believe they will actually consult during one work day.
  - ii. A staff member will bring the microfilm to the researcher in the research area.
- b. Off-site researchers may request no more than three reels of microfilm, at one time, through a qualified borrowing institution (university or college library, historical society, etc.).
  - i. The borrowing institution or researcher will initiate an interlibrary loan request and forward it to the Special Collections, University of Maryland Libraries.
  - ii. Upon receipt of the interlibrary loan request, a Special Collections staff member will direct the researcher and staff at the borrowing institution to complete the Borrowing Institution and Researcher Use Agreement forms that are accessible on the Libraries' Web site. Once the University of Maryland Libraries receive those forms and all required fees, the Libraries will ship the requested microfilm to the borrowing institution.
  - iii. The handling fee for loan of the microfilm is ten dollars (\$10.00) per reel. Fees may be paid by check or money order, payable to the University of Maryland, or by credit card.
  - iv. The borrowing period is two weeks with a two-week renewal period.

### **2. Use and Care of the Microfilm**

- a. On-site researchers may use microfilm of manuscripts and archives only in the Maryland Room, University of Maryland Libraries.
- b. Off-site researchers may use microfilm of manuscripts and archives only in a reading room at the borrowing institution that is comparable to the Maryland Room. This means the reading room must be secure and under constant surveillance to ensure the safety of the microfilm during use. It is the responsibility of the staff of the borrowing institution to use their best efforts to enforce the regulations established by the University of Maryland Libraries for the use of microfilm of literary manuscripts.

- c. All researchers will take care to handle the microfilm gently. They will be careful when loading microfilm into a reader and will advance and rewind the film to avoid causing damage and excessive wear and tear. After use, individual reels of microfilm will be rewound, secured, and replaced in their boxes in the condition in which they were received before returning them to special collections staff.
- d. Researchers must immediately report any damage to microfilm to staff.

### **3. Copying and Copyright**

- a. In order to protect any copyright that may reside in the materials, researchers may not make photocopies of any materials contained on the microfilm; however, the Special Collections staff at the University of Maryland Libraries will consider requests for a limited amount of photocopying.
- b. All photocopying will be completed by University of Maryland Libraries' Special Collections staff.
- c. Photoduplication requests are limited to a maximum of 200 pages per month for both on- and off-site researchers. The copying fee is \$.25 per page. Off-site requests are subject to a \$5 handling fee. Photocopy fees may be paid by check or money order, payable to the University of Maryland, or by credit card.
- d. To request copies, researchers must complete and sign a [Duplication Form](#).
- e. All such photoduplication requests for materials on microfilm of manuscripts and archives must be approved by Special Collections, University of Maryland Libraries.
- f. Normally, there will be a delay between the time a request for photocopying is submitted and the work request is completed.
- g. Photocopies will be mailed to off-site researchers and may have to be mailed to on-site researchers.
- h. Permission to publish materials contained in unpublished manuscripts or in published works must be obtained from the holder of the copyright. It is the researcher's responsibility to obtain that permission. Note that in most cases, the University of Maryland Libraries do not own the copyright to the materials it holds.

### **4. Citation form**

When citing materials contained in University of Maryland Libraries' 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.

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**SIGNATURE**

**DATE**

<b>NAME (Please Print):</b>			
<b>ADDRESS:</b>			
<b>PHONE:</b>		<b>EMAIL:</b>	
<b>INSTITUTIONAL AFFILIATION (IF ANY):</b>			
<b>FORM OF IDENTIFICATION:</b>			
<b>COLLECTIONS REQUESTED:</b>			
<b>REEL(S) REQUESTED:</b>			

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