

APPENDIX 2

## Statement on the Reproduction of Manuscripts and Archives for Reference Service

1. It is the responsibility of a library, archives, or manuscript repository to assist researchers by making or having made reproductions of any material in its possession, for research purposes, subject to certain conditions. Manuscript and archival materials may be reproduced if:
  - a. The condition of the originals will permit such reproduction.
  - b. The originals have no gift, purchase, or legal restrictions on reproduction.
2. In the interest of making research collections more generally available, the orderly microfilming of archives and entire manuscript collections, together with appropriate guides, is to be encouraged, within the available resources of the repository.
3. The price of reproductions shall be set by the repository, which should endeavor to keep charges to a minimum.
4. Copies should be made for reference use as follows:
  - a. Repositories which permit their manuscript and archival holdings to be reproduced in whole or in part must specify before the copies are made what restrictions, if any, have been placed on the use or further reproduction of copies.

- b. Repositories may require that purchasers agree in writing to abide by any restrictions.
  - c. All reproductions should identify the source of the original manuscript collection or archival record group.
5. The repository should inform the researcher:
  - a. When and under what conditions permission to make extensive direct quotation from or to print in full any reproduction must be obtained from the institution owning the originals.
  - b. That in the case of material under copyright, the right to quote or print, beyond fair use, must also be obtained by the researcher from the copyright owner.
  - c. That the researcher assumes legal responsibility for observing common law literary rights, property rights, and libel laws.
  - d. Of known retention of literary rights.
6. A repository may decline to furnish reproductions when fulfilling mail requests requires subjective criteria for selection of material to be duplicated or the commitment of an unreasonable amount of staff time for extended research to identify the material.
7. In cases when researchers request the reproduction of large amounts of material which they have identified in the course of their research, the repository may prescribe a preferred method of copying (i.e., microfilm vs. Xerox) and may provide for a reasonable time period in which to produce the copies.