

Policy Concerning Reproduction of Manuscripts in The Bancroft Library for Placement in Other Institutions

- I. The Bancroft Library will consider requests from institutions to place in their collection copies of manuscripts owned by The Bancroft Library based on the following two criteria:
 - A. The requested material will augment collections specifically pertinent to the regional or other collecting strength of the requesting institution.
 - B. A quid pro quo policy can be established with the requesting institution for acquisition by The Bancroft Library of a comparably well-processed collection of materials.
- II. All materials copied will be identified as owned by The Bancroft Library with copies provided for research use only. No further reproduction is permitted.

Written permission from the Head of Public Services of The Bancroft Library is required for publication.

- III. Purchasing institutions will be charged not only for direct reproduction costs but also for special services entailed, such as review and arrangement of material preparatory to reproduction. Collections will rarely be copied if they have not yet been processed.

For materials reproduced on microfilm, The Bancroft Library retains the camera negative.

Manuscripts that might be damaged by copying or very large orders for materials whose size and complexity would unduly tax Bancroft's staff will be declined.