Baker Library Historical Collections Microfilm Use and Access Policy

- Materials available on microfilm will be used as a surrogate for the originals.
- Patrons wishing to read, transcribe, or scan and save microfilm frames for self-service emailing may do so in the de Gaspé Beaubien Reading Room. Patrons may be redirected to the Stamps Reading Room when a reader is not available for use in the de Gaspé Beaubien Reading Room.
  - Researchers must leave valid photo ID (Harvard University IDs will not be accepted) when using microfilm in the Stamps Reading Room.
  - Microfilm must be returned to the de Gaspé Beaubien Reading Room no later than 4:45 p.m.
- Microfilm scans are permitted for the convenience of those examining the materials. They are for research purposes only and cannot be reproduced, transferred, published, or posted on the internet without written permission from Baker Library Historical Collections.
  - It is the responsibility of each patron to record proper citation information for each item scanned on the Record of Digital Images.
  - You may not use, quote from, repurpose, cite, publish or disseminate materials in any way (e.g. article/book/dissertation, posted on the internet or course platform, database creation, etc.) without the knowledge of and written permission from Baker Library Historical Collections, the physical rights holder of the microfilmed materials.
  - Separate written application for permission to use microfilmed materials for publication or other dissemination must be made to the Baker Library Historical Collections reference staff at histcollref@hbs.edu
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- Researchers may not scan and e-mail any collection in its entirety.
- All equipment must be handled with great care. Researchers who mishandle material or mistreat equipment will be denied further access to the collections.
- Baker Library Historical Collections also reserves the right to deny access to or revoke permission to use microfilm for any reason.
- Upon written acknowledgement of the restrictions outlined above, microfilmed materials are available for interlibrary loan on a limited basis to patrons qualifying for in person access to the collections.

Microfilm Copying Services

- Remote requests for PDFs or printouts from microfilmed materials will be considered on a case by case basis. Costs are $0.25 per page plus a $5 processing fee, and exact citations are required. For more information see the Reference Duplication Policy
- Self service printing from microfilm ($0.10 per page) is available in the Stamps Reading Room only and must be paid with Crimson Cash. There is a nominal fee for non Harvard users to purchase Crimson Cash cards in the Stamps Reading Room. There is no charge to scan and email microfilm.
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Remote researchers who qualify for access may request microfilmed manuscript materials through interlibrary loan. Requests are considered on a case by case basis, and must include receipt of this signed form acknowledging microfilm use policies. Please contact and work with Baker Library Historical Collections staff ahead of time to make this process go more smoothly.

Baker Library will lend microfilmed manuscripts material only to other libraries. Baker Library does not lend to individuals directly.

- Requests will be accepted via OCLC and ILL ISO Systems (e.g., ILLiad).
- Requests must include the order number (e.g. order 72-0792, reel 1)
- Only 2 reels at a time will be loaned
- Materials will be loaned to libraries in the U.S., Canada, and Mexico.
- There are fees for this service

Additional information can be found at: http://www.library.hbs.edu/services/article_book_nonhbs.html

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Signature __________________________ Date __________________________

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