



Standard Practice Guide Policies

Michigan Historical Collections – Reference

302.07

Applies to:

1. Use

The Michigan Historical Collections is a non-circulating, closed stack, research library. Materials are available for use to University personnel, students and the general public for scholarly research. All materials must be used on the premises of the library and all donor-imposed restrictions of unique materials observed. It is expected that appropriate citations will be used in finished research projects indicating which materials consulted were in possession of the Michigan Historical Collections. The publication Guide to the Use of the Bentley Historical Library describes procedures followed in the Library.

2. Copying

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- 1. No copyrights or donor-imposed restrictions are violated.
- 2. Further copies of copies are not made. Copies may not be deposited in other libraries or sold without written permission of the Michigan Historical collections.
- 3. No entire manuscript collection is copied without special permission.
- 4. Negatives are deposited with the collections.
- 5. All copy costs are borne by the patron and all copying services are performed on the premises of the Collections or under its supervision.
- 6. The researcher assumes all legal responsibility for observing laws of copyright and common law copyright.
- 7. The document is not termed too fragile for copying by a member of the collections staff.

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