



## FRIENDS HISTORICAL LIBRARY OF SWARTHMORE COLLEGE

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<http://www.swarthmore.edu/friends-historical-library>

### Research Room Rules

**Welcome to the Friends Historical Library.** There is no charge for doing research at the Friends Library, but contributions are appreciated and tax deductible. We are open Monday through Friday, 8:30-4:30, and, when the College is in session, Saturdays 10 AM -1 PM. We strongly suggest that you call in advance or check our web site to confirm Saturday hours.

**Registration:** You will need to fill out the form and present a photo identification which will be returned to you. Once your form is on file, you need only sign and date it each day you come in to use the Library.

**Tri-College students, faculty, and staff** do not need to fill out a registration form, but should sign the FHL Trico Guest Book each day that you use the Library.

**No food or drink allowed in the Friends Library.** Elevators are located in the northeast corner of the building; from our front door, go around to the end of the McCabe Circulation Desk and turn left. Public restrooms are located on the Lower Level or on Level 2, accessible via the central staircase or elevator.

**Using the resources:** Follow staff instructions for requesting and handling materials. Use pencil only. When using manuscripts, the table must be clear of all materials except a pencil and a single sheet of paper and/or personal computer. For preservation or privacy reasons, some materials may be restricted.

All personal property not essential to research must be deposited in the closet or placed completely beneath your table. If you leave the room temporarily, please take your valuables with you; we cannot be held responsible for missing items.

Please return all materials to the Reference Desk. We ask that you not re-shelve any materials.

**Copies:** All materials you wish to photocopy must be approved by a staff person and may be subject to copyright restrictions. Patrons who make copies from manuscript material must complete a copy form. Other reproduction policies and fees are posted on the reverse of this page. Hand scanners are not allowed, but patrons may use digital cameras without flash.

Items may not be requested after 4:15 PM.

When leaving the Friends Library, please show your materials to the Reference librarian on duty.

We are happy to provide you with information about fee-based services if you wish to have further research done for you.

Thank you for your consideration.

## Photo reproduction Policies & Fees

- Friends Historical Library allows photocopying for personal or educational purposes. Consult the Curator for other permissions. Certain restricted or fragile material cannot be copied. The Library may limit the number of pages or items that can be photocopied from any publication, manuscript collection, or archival group.
- Copyrighted material may only be reproduced in accordance with regulations as specified by copyright law. Researchers using the Library assume legal responsibility for observing these regulations.
- Reproductions of publications, manuscripts, photographs, and other library material cannot be used by researchers for publications without due regard for copyright and other legal restrictions. Permission to copy does not constitute permission to publish. Publication privileges may be secured only upon the joint authorization of the director of Friends Historical Library and the holder of the literary property rights.

### Photocopies by Library Visitors

After checking with Library staff, visitors to Friends Historical Library may use our self-service photocopier on the lower level. Those who wish to copy manuscripts and other original records will be asked to complete our Copy Request form. Photocopies from microfilm may be made by patrons at the reader/printers located in the microfilm reading room. None of the machines require coins; payment in cash or personal check will be made by patrons before leaving the Library for the day.

Rates for photocopying are as follows:

- 8-1/2" x 11" (recycled paper) 15¢ per copy
- 8-1/2" x 11" (acid-free paper) 20¢ per copy
- 8-1/2" x 14" (acid-free paper) 25¢ per copy
- 11" x 17" (acid-free paper) 30¢ per copy
- Microfilm reader-printer 50¢ per copy

Please note that these rates are subsidized. We therefore ask you to include in your count any copies made through your own mistake. Exclude those that are unacceptable because of machine problems. Fragile or tightly bound materials may be approved for copying by FHL staff. Staff copying rates will apply.

### Photocopies and Scans by Library Staff

For material that can only be copied by Friends Historical Library staff (including all Off-site requests), charges will be made at the following rates:

Photocopies: A minimum fee of \$5 covers five pages. Additional pages are 50¢ each.

Photocopies from microfilm: The minimum fee of \$5.00 covers three photo prints. Additional prints are \$1.00 each.

Hi-resolution scans: Rates to be determined according to the nature of the request.

Off-site requests must include a completed copy request form, and payment must be received before copies can be made. Please contact staff for the exact fee. Normally these files will be supplied on-line through a link to our drop box. Due to limits on staff time, large orders (more than 25 copies) cannot be accepted.

Charges for photo reproduction are in payment for services rendered, including actual copying charges and staff time required to process the request. The Library also normally charges a use fee for each image published in any format. This fee may be waived for certain non-profit uses.

Please make checks payable to the Friends Historical Library of Swarthmore College.