

## **Guidelines for the Use of the HMML Microfilm Collection**

1. On-site use of the HMML microfilm collection is free to all visitors. Microfilm readers are provided for on-site research.
2. HMML has one microfilm printer/reader and one microfilm printer/reader/scanner. Visitors may print pages from the microfilms for \$0.10 per page. Anyone making such printouts is expected to observe the restrictions on publishing and further copying that always pertain to copies from the HMML microfilm collection: permission to publish the contents of the manuscript must come from the library that owns the manuscript.
3. Visitors are not allowed to scan microfilms for themselves. If they would like to have pages scanned, then they must place a request through the usual means for ordering microfilm, printout and digital copies of microfilms. If permission is granted to make such scans, then the work will be done by HMML staff at the same rates as those for other printout orders (\$25.00 per hour for service, plus \$0.75 per page). Note that the scanner does also function as a high-quality microfilm printer.
4. To allow access to the equipment for both scholars and staff, visitors who wish to print out materials for personal research are requested to limit their time at the printers to one hour at a time. If no one needs the microfilm printers at that time, then the visitor may continue for another hour.
5. The microfilm printer and scanner are for use with the HMML microfilm collections. We request that these machines not be used for making copies from personal microfilms (i.e., not from the HMML collections) without prior permission from staff. Personal films may be used on the HMML microfilm readers, of course.
6. All scholars will be requested to provide a list of the microfilms that they have used and to sign a statement indicating that they will not publish the contents without prior permission from the library that owns the manuscript. No images may be published from the films without the prior permission from both HMML and the owning library. The scholar also agrees to provide two copies (or photocopies) of any publications that result from the use of the HMML microfilms—one will be forwarded to the owning library and one will be kept at HMML for the use of future scholars.