

Marine Biological Laboratory
Policy for Use of Materials from the MBL Archives
& MBLWHOI Library Rare Books Room

Policy No. H.1.3
Library

Initiated by: Director, MBLWHOI Library
Approved by: MBLWHOI Library Joint Users Committee, MBL Director/CEO
Date: February 2, 1996
Revision:#1, February 13, 2004
Distribution: All users of the Rare Books Room

1.0 Policy Statement:

Use of the materials in the Rare Books Room is restricted to researchers affiliated with Woods Hole scientific institutions. All others must send a written request to the Archivist specifying your research interests and goals, including possible dates for your visit. We will respond in writing with an outline of costs.

2.0 Procedure:

All research work is to be done in the Agassiz Room or Rare Book Annex. Bookbags, cameras, newspapers, file folders and envelopes are not permitted.

2.1 Rare books do not leave the Agassiz Room.

2.2 The staff will make arrangements for copies when possible. Payment for such services is expected at that time.

2.3 Proper credit is to be given to the MBLWHOI Library for any material used in publications.

3.0 Policy and Procedural Updates:

Policy clarification and procedural updates are available from the MBLWHOI Library.