THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Libraries	**Number:**	302.7
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SUBJECT:	Michigan Historical Collections - Reference	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Michigan Historical Collections		

I. Location and availability

Full time reference service is provided during the daily operation time of the Collections 8:30-5:00 Monday through Friday and 9:00-12:30 on Saturday. The service is located in the Bentley Historical Library on the North Campus of the University. The catalog and archival finding aids are available to researchers here. The manuscript catalog is unique; the catalog of printed materials is duplicated in the main catalog of the general library. Reference inquiries requiring a modest amount of research time are answered by mail and telephone.

II. 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.

III. Copying

All materials in the Michigan Historical Collections may be copied for scholarly research provided:

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B. 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.

C. No entire manuscript collection is copied without special permission.

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