

**BRYN MAWR COLLEGE
SPECIAL COLLECTIONS
COLLECTIONS MANAGEMENT POLICY**

**APPROVED BY THE COLLECTIONS COMMITTEE,
OCTOBER 4, 2013**

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I. INTRODUCTION

A. Statement of Purpose

This Collection Management Policy governs all procedures related to the development, management, preservation, and use of the Special Collections held by Bryn Mawr College. The policy provides a framework of professional standards to be used to establish guidelines for managing the collections.

The Collection Management Policy is a comprehensive written statement that:

- Sets forth the mission of the Bryn Mawr College Special Collections;
- Explains how this mission is pursued through collection activity,
- Articulates Bryn Mawr's professional standards regarding objects in its care, and
- Serves as a guide to staff in carrying out their collection related responsibilities.

B. Process of Establishing Policy

This policy was created by the Bryn Mawr College Special Collections staff with the assistance of the Conservation Center for Art and Historic Artifacts (CCAHA) as part of the College's participation in the CCAHA Stewardship Program, funded by the William Penn Foundation.

The Collections Committee actively reviewed and commented on the policy, and approved it on October 4, 2013.

C. Statement of Authority

Bryn Mawr College is overseen by a Board of Trustees. The Special Collections Department is part of Information Services, led by the College's Chief Information Officer. The day-to-day management of the Special Collections is delegated by the CIO to the head of Special Collections, who bears the ultimate responsibility for implementation of this Collections Management Policy and entrusts the rest of the Special Collections staff with the authority to implement the policy.

D. Collections Management Committee Charge

Decisions that affect the Special Collections and Special Collections policies are the responsibility of the Collections Committee. The President of Bryn Mawr College appoints members to the Collections Committee and selects a chair for the Committee. The committee membership consists of chairs or the chairs' designees from the following academic departments: Anthropology, Classical and Near Eastern Archaeology, Geology, Classics, History of Art, History, English, and African Studies. The Committee will also include the Dean of the Graduate School for Arts and Sciences, and representatives from the Alumnae Association, the Development Office, and the Board of Trustees. The Committee reports changes in Special Collections to the full Board of Trustees at their regularly scheduled meetings or in an annual report. Final decisions on policy changes and major changes to the Special Collections rest with the Board of Trustees of Bryn Mawr College.

One of the major responsibilities of the Committee is to make decisions about objects to acquire for the collections, or to deaccession from the collections. The Committee's approval is required to accession objects that involve significant

cost, staff time, storage space, or policy implications. The Committee's approval is also required to deaccession any object once it has been formally accessioned. Formal minutes of these meetings are part of the curatorial record.

E. Legal Considerations and Code of Ethics

Bryn Mawr College Special Collections supports and agrees to abide by regulations including, but not limited to, those imposed by the November 1970 "UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property;" the January 1983 "Convention on Cultural Property Implementation Act" (P.L. 97-446); P.L. 101-601, the "Native American Graves Protection and Repatriation Act (NAGPRA);" and P.L. 96-95, "the Archaeological Resources Protection Act (ARPA)." Bryn Mawr College respects and abides by all relevant laws and codes to the best of its ability.

For the general care and management of the Special Collections, Bryn Mawr College recognizes the guidelines set forth by the American Association of Museums (AAM), the American Library Association (ALA) and the Association of College & Research Libraries' (ACRL) Rare Books and Manuscripts Section (RBMS), the Archaeology Institute of America (AIA), the Association of Art Museum Directors (AAMD), and the Society of American Archivists (SAA) in an effort to increase awareness of ethical standards among museum and library professionals. These guidelines include: AAM's *Code of Ethics for Museums*, the *ACRL Code of Ethics for Special Collections Librarians*, AIA's *Codes of Ethics*, AAMD's *Professional Practices in Art Museums*, and SAA's *Code of Ethics for Archivists*. In principle, Bryn Mawr College affirms and supports the contents of these codes.

Bryn Mawr College Special Collections staff and Collections Committee members are expected to uphold professional standards as they strive to carry out the Special Collections mission. Specifically, no individual may use his or her position for personal gain or for the benefit of another in contravention of the mission and values of the Bryn Mawr College community and the professional code of ethics.

F. Review and Revision

This policy shall be reviewed by Special Collections staff and the Collections Committee every five years and updated as needed. Major changes concerning the collections and/or their management may necessitate more frequent revisions.

G. Public Disclosure

Once approved by the Collections Committee, copies of this Collection Management Policy are to be provided to all members of the Board of Trustees and to the appropriate Bryn Mawr College staff members. The Collection Management Policy will also be posted on the Special Collections website. Copies of the Policy will be provided to present and future donors upon request.

II. MISSION AND COLLECTIONS OF THE BRYN MAWR COLLEGE SPECIAL COLLECTIONS

A. Institutional Mission Statement

The Bryn Mawr College Special Collections are intended to enhance the educational mission of Bryn Mawr College and to preserve its material heritage.

Special Collections acquires and preserves rare books, manuscripts, fine art, ethnographic and archeological artifacts, and objects pertinent to the history of Bryn Mawr College for the purposes of instruction, research, and exhibition.

B. History of the Special Collections

From the earliest years of Bryn Mawr College, which was established in 1885, M. Carey Thomas, as Dean and President, and Mary Garrett, as Director and Benefactress of the College, began assembling objects to be used as educational and decorative resources for the College. They collected fine furniture, paintings, prints, and objects belonging to diverse world cultures for the president's house, known as the Deanery. Thomas and Garrett also provided documentary photographs, prints, and plaster casts, which were used in the art curriculum and displayed in the Taylor Hall and Thomas Library.

These items were supplemented by an assemblage of Greek, Roman, and Egyptian antiquities collected in the early 20th century by the first faculty members of the Department of Art and Archaeology. By the 1940's, major gifts of prints, drawings, and paintings had been received from Prof. Emeritus Howard L. Gray, Roy R. Neuberger, and various other faculty and alumnae. The Ella Riegel Memorial Collection for Mediterranean Archaeology was established circa 1940, and the ethnographic collections were established by Frederica de Laguna in the 1950's. Over the last five decades, faculty, alumnae, students, and friends of the College have continued to give generously.

Mary Garrett also funded the purchase of the classical library of Professor Hermann Sauppe in 1894. These 16,000 volumes formed the basis of the College's working library and were in regular use until well into the twentieth century. Many of these books are now held in Special Collections. Other rare book and manuscript collections were built through donations from the College's graduates and other friends over the years. Rather than focusing on one time period or topic, the collections reflect the range of interests of the donors, and thus support teaching, advanced research, and exhibitions across numerous fields. Among many generous donors were Ethelinda Schaeffer Castle (Class of 1908), Howard Goodhart and his daughter Phyllis Goodhart Gordan (Class of 1935), and Seymour Adelman. Adelman also endowed a fund for the purchase of rare books and manuscript materials. This endowment permits us to continue to add to the collections.

The Art & Artifact Collections and the Rare Book & Manuscript Collections have been administratively united within the Special Collections Department for over a decade, but were only physically united in 2011, when the staff and most of the collections were consolidated into the Eva Jane Romaine Coombe '52 Special Collections Suite in Mariam Coffin Canaday Library. Today the Bryn Mawr College Special Collections include over 50,000 art and artifact objects, nearly 50,000 rare books, the College archives, graphic collections, and numerous significant manuscript collections, all of which support academic interests of Bryn Mawr students and faculty.

C. Purpose and Use of the Special Collections

The Bryn Mawr College Special Collections are housed primarily in Mariam Coffin Canaday Library but can be seen throughout the campus environment. The Collections serve as teaching aids for a variety of disciplines in the Bryn Mawr, Haverford and Swarthmore communities, including History of Art, Fine Arts, Growth and Structure of Cities, Anthropology, Archaeology, Classics, Geography, History, English, and Modern Languages. They are also a resource for research conducted by faculty and students at Bryn Mawr, Haverford and Swarthmore, and by scholars throughout the world. Items are occasionally loaned to regional, national, and international exhibitions.

D. Scope of the Collections

Bryn Mawr College Special Collections collects in the following areas:

1. Art and Artifacts

- Fine Art: including but not limited to:
 - ❖ Prints
 - ❖ Drawings
 - ❖ Paintings
 - ❖ Sculpture
- Photography (including vintage postcard photography)
- Decorative & Applied Arts: Furniture, Instruments, and Architectural elements that are significant to the history of the College
- Ethnographic Objects
- Archaeological Objects
- Mineral collections

2. Rare Books

The Rare Book collections support the teaching and research interests of Bryn Mawr's students and faculty. The list below highlights the major areas of collection development at this time, but new areas may be added in response to faculty requests. The Rare Book Collection also includes ephemera related to these topics.

- European encounters with Africa, Asia, and the Americas. The emphasis is on European colonial policy in Africa.
- Women's History, including works of women writers, works on women's rights and education, and works written for women, such as domestic handbooks and cook books. The emphasis is on European works written before 1900.
- The rediscovery of classical antiquity in early modern Europe. The emphasis is on guides to classical art and architecture.
- European cities, primarily before 1850.
- The history of printing and book production

3. Manuscripts

- Papers of important or interesting women writers, artists, scholars, and political leaders, with an emphasis on those with connections to Bryn Mawr College

4. Bryn Mawr College Archives

- Official administrative and historical records of the College.
- Professional and personal papers of faculty, administrators, and alumnae.
- Unique or ephemeral items reflecting other aspects of the history of the College.
- Photographs of buildings, classes, sports, College events, and group and individual portraits.

E. Non-Collecting Areas

Bryn Mawr College Special Collections does not, in general, collect in the following categories:

- Jewelry
- Postcards
- Costumes
- Decorative & Applied Arts unrelated to the College's history

- Arms and Armor
- Numismatics
- Stamps
- Honorary Medals & awards
- “Collectibles”
- Auction catalogs
- Images of or paperwork about objects not part of Special Collections
- Manuscripts of printed books
- Exact duplicates of objects or materials already in the Collections

Exceptions to the above may be made on a case by case basis with the approval of the head of Special Collections and/or the Collections Committee. Objects in the above categories may be accepted if they have some direct relation to one of the categories that is collected. Duplicates may be accepted if they are in better condition than their counterparts already in the collection, they represent an exceptionally good example of an item in its field, and/or they contain some notable and distinguishing characteristic such as an autograph or other evidence of provenance.

III. ACQUISITIONS/ACCESSIONS

A. Methods of Accession

The term *Acquisition* refers to the acceptance into the custody of Bryn Mawr College an object or group of objects which may or may not be accessioned. Special Collections acquires objects for two purposes: to accession them as part of the Collections or to sell them at auction in order to raise funds for Special Collections (see tax ramifications for non-accessioned gifts below).

Accessioning is the formal process by which historic, artistic and cultural objects are accepted into the holdings of the Bryn Mawr College Special Collections. Once accessioned, objects may not be sold or discarded without approval of the Collections Committee, and it becomes the responsibility of the Special Collections Department staff to catalogue and preserve them, and maintain records on their history and acquisition.

The Development Office accepts all gifts to the College which are not intended to be added to the permanent Special Collections.

Types of accessions/acquisitions:

- Gift – An object given by one or more individuals or an institution. Donors may be designated as “anonymous” if they would prefer that their names not be revealed to the public. An anonymous gift is not the same as “found in collection.”
- Bequest – An item directly willed to Special Collections or Bryn Mawr College at large.
- Transfer – An object transferred to Special Collections from an academic department within the College.
- Purchase – An item purchased for Special Collections with College funds or endowed funds that may only be used for Special Collections acquisitions.
- Exchange – An object acquired in an exchange with another educational institution.
- Found in Collection – An undocumented object or material historically stored with Special Collections but having little or no accession information, and not believed to be an abandoned loan.
- Heritage – An object, historically belonging to the College, which documents its history or traditions.

- Campus Art – An item used for the furnishing or decoration of offices and other public spaces on the Bryn Mawr College campus.

B. Authority

Professional staff members in Special Collections are responsible for initiating the acquisition process and making a recommendation to the head of Special Collections. If approved by the head of Special Collections, the object is either referred to the Collections Committee for a final decision, or is accessioned in to Special Collections, for objects that do not need Committee approval.

The Committee's approval is required for any acquisition that will involve significant cost, staff time, storage space, or policy implications. Because of the differing natures of the collections, the trigger for requiring approval varies with the type of material. Committee approval is required for the following:

Two-dimensional works (prints, photographs, drawings): Collections with more than 25 items

Three-dimensional objects, including paintings: All objects

Books and Ephemera: Collections with more than 100 volumes or pieces.

Manuscripts: Collections occupying more than 25 linear feet of shelf space

For purchased items or collections, approval is required if the value is greater than \$25,000.

Special Collections staff is responsible for preparing a brief statement in advance of any such deliberation by the Committee which shows how the object in question meets the criteria for collecting as defined in the Collections Management Policy.

An itemized report will be submitted to the committee at the end of each calendar year listing the acquisitions over the previous year.

C. Criteria for Collection Acquisition

Within the context of the Bryn Mawr College Special Collections, to "collect" means to acquire and accession new material in a manner that conforms to the following objectives:

- To collect within the bounds of the Collections Mission.
- To collect within the categories defined under "Scope of the Collections."
- To collect only what can be properly conserved, secured, and stored.
- To collect only objects which are in a condition suitable for teaching and research. Objects in unsatisfactory condition are to be accessioned only if they are of intrinsic value to the instructional mission or history of the College, and therefore worthy of conservation.

D. Acquisition Terms and Restrictions

Bryn Mawr College accessions into the Special Collections only those objects which are intended to be retained for the long term. No artifacts or documents are accepted into the Special Collections for the sole purpose of being deaccessioned and sold for fundraising purposes.

Before any object is acquired by any means, the following criteria must be met:

1. Title

A sale or donation to Bryn Mawr College Special Collections must be a legal transfer from the seller or donor to the College. All acquisitions for the Special Collections must be accompanied by a clear title that has been presented by the donor, seller, or his/her authorized agent. Title to an object is established by Deed of Gift, receipts, or other documentation. At its discretion, Bryn Mawr College may request documentation of an object's provenance.

2. Condition

- The object must not be in severe disrepair. Exceptions can be made if the object is of intrinsic value to the instructional mission or history of the College and/or is acquired along with conservation funds.
- Exceptionally large or damaged objects or any objects which cannot be made immediately available for research due to their size, poor state of preservation or physical instability or due to the risk they pose to the safety of staff or other objects, etc., must be evaluated on a case-by-case basis. Provisions for the care and conservation of such objects must be taken into account before accepting them into the Special Collections.

3. Legal and Ethical Considerations

- All acquisitions must heed cultural property, burial, copyright, and other pertinent laws and policies, international and domestic. In particular, Bryn Mawr College collects in compliance with the legal policies and considerations mentioned previously in section I.E of this Policy.
- All objects proposed for acquisition must be considered:
 - A. In light of the laws in place in their country of origin in 1970.
 - B. With regard to the time of their documented appearance in the United States.

Questions surrounding the legality of importation must be referred to the appropriate Department of Antiquities in the country of origin in order to establish acceptable rules of conduct regarding the object.

- Special Collections staff cannot purchase objects for the Special Collections from members of the Collections Committee or other staff members. Staff, Committee members, and consulting faculty may not take advantage of privileged information to compete with Special Collections for acquisitions. Should a conflict of interest develop between the needs of the individual and those of Bryn Mawr College, the needs of Bryn Mawr College will prevail.
- Bryn Mawr College staff and members of the Collections Committee may not give appraisals for any reason. Appraisals for gifts or bequests must be made by an independent person or agency, as required by the regulations of the Internal Revenue Service. The donor is responsible for the cost of the appraisal.

- Special Collections cannot hold any object for any length of time solely for the purpose of enabling a donor to attain tax exemption status for his/her gift. (See Appendix: “Making a Gift-In-Kind to Bryn Mawr College”)

4. Conditional Acquisitions

- As a general rule, Bryn Mawr College only accepts unrestricted gifts. In the event that the Collections Committee decides to accept a restricted gift, Bryn Mawr College shall manage that gift accordingly and only seek court relief from those restrictions when circumstance clearly makes adherence to the restrictions impractical. Acceptance of a restricted gift must have the unanimous approval of the Collections Committee.
- Bryn Mawr College does not accept collections donated with the condition that the entire collection be accessioned. Bryn Mawr College has the right to choose, within a proposed donation, which items it wishes to keep. Non-accessioned portions of the donation are to be returned to the donor or handled as agreed upon with the donor.

E. Documentation of Acquisitions and Accessions

The Special Collections Department maintains records of each newly accessioned item, including information about the donor, the item's physical dimensions, and a description. Each item is given an accession number, and where appropriate, an object file is created which includes images of the object, correspondence, and other documentation. Object records may be in paper or digital form, and often will be in both.

F. Objects Found In Collection

“Found in Collection” refers to objects which have been found at the College and deposited into the Special Collections without any identification, or to objects without any identification which have been found in storage with accessioned objects. An object found in the Special Collections is accessioned and processed if:

1. It is clear that the object belongs with other objects in the Special Collections or
2. It is surmised that the object was once part of or intended for the Special Collections and
3. The object fits within the current parameters for accessioning.

If the object is not to be accessioned, it may undergo the process of disposal or it may be cataloged as part of one of the unaccessioned collections .

Before a final decision is made regarding the accessioning or disposal of an object “Found in Collection,” Bryn Mawr College must make a serious, diligent, and documented effort to learn more about the object. This process may include:

1. Determining the status of the object, as far as possible, by locating any records of its documented history, even if incomplete.
2. Consulting institutional records such as accession records, old inventories, board minutes, old gift and loan agreements, correspondence, newsletters, etc. in an attempt to link the object to some documentation.
3. Recording all information that *is* known about the object, including, if applicable, its object number, where it was found on the Bryn Mawr College campus, and any reasonable indications that the object may be assumed to belong to Bryn Mawr College, even if anecdotal.

IV. DEACCESSIONS AND DISPOSAL

A. Authority

The Collections Committee is responsible for determining which items will be deaccessioned from the Bryn Mawr College Special Collections, following the recommendations of the appropriate Special Collections staff member. The Collections Committee must make a unanimous decision in order for an object to be deaccessioned. Outside opinions may be solicited before reaching a decision. Items that are not accessioned, such as gift books that have never been catalogued or Campus Art and Heritage collections, do not need to be deaccessioned prior to disposal, and so do not require the Committee's approval.

B. Criteria for Deaccession

Deaccessioning is the process by which accessioned Collections objects and materials are permanently removed from the ownership of Bryn Mawr College Special Collections. The sole purpose of deaccessioning any object or material belonging to the Special Collections is to refine and strengthen the overall collection. This is accomplished either by acquiring objects of better quality and significance using designated deaccession proceeds, or by deaccessioning an object of no value in order to increase available space and conservation care for the remaining objects.

Bryn Mawr College acquires only those objects and materials which it intends to retain for perpetuity and does not collect objects or materials with the intention of disposing of them.

To be considered eligible for deaccessioning, an object or collection must:

1. Be free from donor mandated restrictions.
2. Be fully and legally owned by Bryn Mawr College.
3. Meet at least one of the following criteria:
 - The object or material is no longer relevant to the mission and scope of Special Collections.
 - Bryn Mawr College is no longer able to preserve or manage the object or material properly.
 - The object or material has deteriorated beyond usefulness, been extensively damaged, or presents a risk to other items in the Special Collections, or to the staff and researchers working therein, and cannot be restored without compromising its integrity.
 - The object or material has been found to be a fake, forgery, or reproduction, and is not useful for instructional purposes. Such items should be clearly and permanently marked and should not be disposed by means of sale, except in cases where they can be clearly labelled as reproductions
 - The object or material is a duplicate which has no value as part of a series or exceptional value differentiating it from the object it duplicates.
 - The object or material is intended for exchange with another object from another educational facility.

An object may also be deaccessioned if it is found to be subject to NAGPRA regulations and is to be repatriated according to the law, or subject to international repatriation.

The processing of archival and manuscript collections routinely includes the weeding out and disposal of duplicate and unwanted material. Material discarded as part of this normal process is not subject to the same rigorous deaccession procedures as accessioned Special Collections objects and materials, although weeding must follow the terms of the agreement with the donor.

C. Restrictions and Conditions of Deaccession

1. Bryn Mawr College follows ethical deaccessioning practices. Items from the Special Collections may not be deaccessioned with the intent of giving the items as gifts to or otherwise placing them in the possession of employees, members of the Collections Committee, trustees, students, or any representative or immediate family member of the aforementioned. These individuals are, however, eligible to purchase deaccessioned objects that are offered at public sales.
2. The Collections Manager, Curator, and/or Archivist must review the applicability of all international, federal, and state laws governing collections such as the UNESCO Convention, ARPA, the Antiquities Act, and the Visual Artists Rights Act. Special Collections staff must certify that there are no restrictions on an object which preclude its deaccessioning.
3. The proceeds of all sales of deaccessioned items are to be deposited in a conservation/acquisition fund.
4. If an object has been received as a gift or bequest with conditions imposed, the restrictions should be honored or reasonable efforts made to notify the donor, or members of the donor's family, if necessary.
5. If an object was received by Bryn Mawr College as a gift intended specifically for the Special Collections and **no tax deduction was taken**, the College may seek to return the object to the original donor. If the donor did take a tax deduction for the gift, the object must not be returned.

D. Methods of Deaccession and Disposal

Bryn Mawr College Special Collections may dispose of a deaccessioned object by donation to or exchange with a non-profit institution, by public sale, or by destruction, when warranted.

Proceeds from public sales are to be placed in a restricted account and used for the acquisition and care of Special Collections objects. Income from the sale of deaccessioned objects must not be used to defray ongoing operating expenses but to enhance the Special Collections.

When deaccessioning is recommended, all acceptable professional means of disposal must be considered. The method of disposal is to be determined on a case-by-case basis for each deaccessioned object. Deaccessioned objects can be disposed of by the following means, as directed by the Collections Committee.

1. **Gift.** If the object or material has educational or historical value, Special Collections staff may arrange to donate it to another institution. Objects must be offered first to other educational institutions or to other non-profit institutions.
2. **Exchange.** Objects may be exchanged with other institutions for the purpose of enhancing the Special Collections.
3. **Sale.** Objects may be offered for purchase by public sale, either through a public auction or by some other form of sale which is publicly advertised. Deaccessioned objects with an expected value of more than \$50,000 may be

sold only after they have been evaluated by an appraiser who has no personal desire to obtain the objects and who is able to give an unbiased and uncompromised appraisal. Deaccessioned objects may not be sold to an independent dealer or to a private collector unless such individuals have submitted the highest bid at a public auction or as part of a sealed-bid invitation to a large group, or unless the object is valued at less than \$500 and has been refused by a public auction house.

4. **Transfer.** Materials which have a value under \$500 and are outside of the Special Collections collecting scope may be transferred into the general library collections. Such transfers do not require the approval of the Collections Committee.
5. **Destruction or designation for scientific analysis.** This option should be considered only after all other means of deaccessioning have been explored, and only after it has been determined that no entity will buy the object or accept it as a donation. Deaccessioned objects may also be destroyed if they have deteriorated to the point that they are no longer useful, and/or that they pose a hazard to staff, the public, and/or other items in the Special Collections. If the condition of an object is a criterion for deaccessioning, Bryn Mawr College may obtain the recommendation of a conservator in the relevant medium before making the final decision.
6. **Disposal of Objects “Found in Collection.”** If an undocumented object is sold or donated, Bryn Mawr College may use a quitclaim deed, which transfers claim and rights to the object to the new owner, with no guarantee of title transfer. Any risk associated with holding the undocumented object is therefore transferred to the new owner.

If an undocumented object is found to have or can be reasonably assumed to have very little monetary value, Bryn Mawr College may choose to donate the object to a nonprofit organization. The lack of title transfer must be transparently stated.

If an undocumented object is deemed to have deteriorated beyond repair and if destruction is required to protect other objects in Special Collections, and/or the health and safety of Special Collections staff or the public, immediate action may be taken. Bryn Mawr College may choose to obtain the recommendation of a conservator before making the decision to destroy an object.

In no case is a private sale, gift or transfer to an individual or for-profit institution acceptable.

E. Documentation of Deaccession and Disposal

Documentation of the deaccessioning of an object or material may consist of Special Collections staff research findings, Collections Committee recommendations, official receipts, correspondence, and records of the final disposition of the object. In addition, the item must be photographed. All documents are to be filed with the object’s registration records and retained there permanently.

V. INCOMING LOANS

A. Types of Incoming Loans

Bryn Mawr College Special Collections may borrow items for the purpose of:

1. Temporary exhibitions lasting up to one year. Such loans are renewable but are not to exceed a total of six years.
2. Classroom use.

Inter-Library loans are not considered to be Special Collections incoming loans.

The processing and renewal of loans is the responsibility of the Collections Manager or, in his/her absence, another appropriate Special Collections staff member.

B. Terms and Conditions for Incoming Loans

Incoming loans are accepted from individuals or institutions for the purpose of exhibition or current research. Due to liability and cost constraints, Bryn Mawr College does not store or maintain items belonging to others that are not required for exhibition or ongoing research.

In its treatment of borrowed objects, Bryn Mawr College Special Collections abides by the same regulations it imposes on the objects it lends to other institutions.

Special Collections does not perform any type of conservation, cleaning, reframing, repair, or other action that alters the physical condition of a borrowed object without written approval from the lender.

If an object loaned to Special Collections is damaged or lost, the lender is to be notified immediately and a full written and photographic report is to follow. If damage occurred in transit, Special Collections must also notify the carrier and retain all packing materials for inspection.

The following criteria must be met before requesting an incoming loan:

1. The lender must agree to the terms outlined in the Bryn Mawr College Special Collections incoming loan form.
2. The lender must agree to abide by the legal considerations and code of ethics outlined in section I.E of this document.
3. Bryn Mawr College must determine that it can afford the estimated cost of exhibition, storage, security, transportation, collection maintenance, and all risk and wall-to-wall fine arts insurance on the items being borrowed at the value established by the lender and confirmed by the insurance company's recovery process unless the lender waives insurance requirements in writing. The amount payable by such insurance is the sole recovery available to the lender in the event of loss or damage.
4. If the lender prefers to provide insurance for the object, the lender must have Bryn Mawr College listed as an additionally insured party on the policy or obtain for the College a waiver of subrogation.
5. Special Collections must be able to provide care and protection for the borrowed object that meets or exceeds the care and protection that it provides for its own collections. Appropriate exhibition or storage space must be available for the duration of the loan term. Loaned objects must be kept in a building under 24-hour physical or electronic security and protected from unusual temperatures, humidity, and excessive light, and from insects, vermin, dirt, and other environmental hazards. Borrowed objects must only be handled by experienced personnel.

6. Special Collections staff must produce a basic condition report upon receipt of a loaned object and prior to the object's return to the lender. Special Collections staff should not request or accept objects that cannot withstand the normal rigors of packing, transport, handling, and display.
7. The loan must have no unreasonable restrictions. Any restrictions or limitations requested by the lender are to be considered on a case-by-case basis. Loans with such clauses are accepted only if Special Collections can and is willing to meet the restrictions the lender has placed on the object.
8. The loan must have satisfactory documentation of provenance and title. The lender must declare in writing that he/she/it owns the object. Special Collections does not borrow from third parties.
9. Special Collections may photograph incoming loan objects for the purposes of record keeping, education, publicity, and reproduction in publications (print and digital format) relating to the exhibition unless permission is refused in writing. The use of images for other public purposes requires the advance written approval of the lender.
10. If there is a change in the ownership of an object loaned to Special Collections, including a change in the lender's name or address or the dissolution of a lending institution, the lender must notify Special Collections promptly in writing. If legal ownership changes during the loan term, the new owner must, prior to the object's return, provide documentation of his/her legal right to receive the object.

C. Long-Term Loans and Objects Left on Deposit

Bryn Mawr College Special Collections does not accept objects on permanent or indefinite term loan. A clear loan term, with definite beginning and ending dates, must be stated on all loan agreements. The maximum term for any incoming loan is one year. All loan agreements must be re-evaluated, with the possibility for renewal, after one year. Loans are not to exceed a total of six years.

Previously, objects have been left in the custody of Special Collections which are not covered by an incoming loan agreement or which lack a transfer of legal title. These objects may have been intended as donations or loans for which the appropriate paperwork was never completed. Such objects are monitored in the same manner as Special Collections objects while their provenance and status is investigated. Special Collections staff makes all possible efforts to contact the donor/lender or the immediate heirs of the donor/lender in order to resolve the deposit.

If the lender is known and the item is to remain in the Special Collections as a loan, a loan form is to be processed and forwarded to the lender. Any prior agreements between Bryn Mawr College and the lender will be honored.

Unwanted objects are to be disposed of expediently by one of three methods:

1. Return to the owner or his or her heirs, if the owner is known.
2. After failed attempts to find the owner, disposal in an appropriate manner as described in Section IV of this policy.
3. Disposal with the approval of the owner.

If the object was intended as a gift or bequest for Special Collections, and is consistent with the Special Collections mission and collecting criteria, it is to be processed in the same manner as an accession.

If the Special Collections staff is unable to locate and contact an object's original donor/lender, all efforts made to find and contact that donor/lender must be documented and all documentation retained in the object file.

If a donor/lender or his/her heir claims ownership of a Found in Collection item and wishes for the item to be returned, the burden of proof of ownership is on the claimant. The claimant must produce an original loan certificate in order to reclaim the object. Heirs must produce proof that they are the legal heirs of the original donor.

VI. OUTGOING LOANS

A. Approval Process for Outgoing Loans

The Collections Manager, Curator, and/or Archivist are responsible for monitoring loans, which are subject to final approval by the Director of Library Collections. All outgoing loans must be reported to the Collections Committee.

B. Criteria for Outgoing Loans

Loans are only made to educational institutions or other non-profit organizations after careful consideration of the physical stability of the object and the ability of the borrower to provide the proper care, environment and security for the object. When assured that proper care and protection will be provided, Bryn Mawr College Special Collections may lend objects for the purpose of promoting public education through study and exhibition. Loans are made only for the purposes of study or exhibition.

Loans are not made to private individuals.

At all times, the preservation of Special Collections objects takes priority.

Requests for loans must be received at least three months in advance of the expected delivery date. Note: For some objects the lead time may be much longer.

Before materials are lent the following criteria must be met:

1. The object must be loaned for educational, scholarly or exhibition purposes.
2. The object must not be loaned for decorative purposes outside the College environment.
3. The object must not be used in a commercial gallery or enterprise.
4. The object must be in good condition and able to withstand the ordinary strains of handling, packing, travel, and study or exhibition.
5. The proposed loan must not bring discredit upon the College.
6. The object must not be on exhibit with illegally acquired objects.
7. There must be no restrictions on the requested object that preclude making the loan.
8. The loan must not jeopardize Special Collections' own program or conflict with Tri-Co educational use.
9. The item must be owned by Bryn Mawr College and not on loan to it.
10. All items involved in the loan must be accessioned and, preferably, photographed.
11. The borrower must agree to all conditions established by Bryn Mawr College Special Collections.

Loans from Special Collections will not, in general, exceed the duration of one year. If the borrower wishes to keep an object longer than one year, the loan agreement must be re-signed annually, with the possibility for renewal, on an

item-by-item basis. Long term loans may occur as special exceptions, such as in the case of long term loans to area museums. Long term loans must be approved by the Collections Committee.

Bryn Mawr College Special Collections has reciprocal interlibrary loan agreements with Haverford and Swarthmore College's Special Collections Departments that allow for simpler loan arrangements. .

C. Requirements and Obligations for Borrowers

1. All loan requests must be made in writing by the borrowing institution, including Haverford and Swarthmore Colleges. Requests must outline the reason for the request (exhibition or otherwise), dates of the proposed loan and schedule of tour (when applicable), and proposed packing, travel, and insurance arrangements.
2. If a loaned object is to be placed on exhibit, the borrowing institution (excluding Haverford and Swarthmore Colleges) must complete a Standard Facility Report which indicates the environmental and other building-related conditions under which the object is to be displayed.
3. The borrowing institution must provide a certificate of insurance covering the loaned items at the value established by Bryn Mawr College for the duration of the loan, including transit to and from the borrowing institution and while on the institution's premises, unless the item is of minimal monetary value and the College has waived insurance.
4. Before an object leaves Special Collections, an outgoing condition report, photograph, and in-house appraisal must be produced. The borrowing institution must complete a written condition report upon receipt of any loaned object, with an additional condition report completed prior to return of the object to Special Collections.
5. The borrowing institution must not perform any conservation, cleaning, fumigation, treatment, reframing, marking, or other action that alters an object in any way without the written approval of Bryn Mawr College Special Collections. In the event that an object is damaged while in transit or while at another institution, the borrower must report any damages to Bryn Mawr College immediately. The borrowing institution is required to pay all conservation costs necessary to repair the damage. Such conservation is to be performed by a conservator who has been approved by Special Collections staff.
6. It is understood that the borrowing institution is required and agrees to pay all costs for any special conservation work, glazing or framing performed on requested objects. Furthermore, the borrowing institution is required to assume responsibility for all shipping costs, including any special packing that might be required; insurance costs in transit and on location; and all courier fees. Bryn Mawr College must approve all arrangements, and a cost estimate for all charges is to be forwarded to the institution requesting the loan.
7. The borrower may photograph a loaned object for record keeping, educational, or publicity purposes. Any reproduction for sale may occur only with the written approval of Bryn Mawr College Special Collections. Framed items may not be removed from their frames for the purpose of photography.

D. Interdepartmental Loans

If the faculty or staff of a Bryn Mawr College department wishes to borrow works of art for the decoration of public spaces, they must submit a written request to the Curator/Academic Liaison of Art and Artifacts. Each request is considered on a case-by-case basis, but the processing of such requests is a secondary responsibility of Special Collections staff. The use of reproductions is strongly encouraged. The borrowing department may be responsible for

any framing and/or conservation costs related to the request. Special Collections staff must inspect the proposed installation location and/or supervise the installation process. In addition, a loan form must be completed and signed.

Interdepartmental loans are also subject to the following regulations:

1. Only certain objects are available for this type of interdepartmental loan.
2. Works of art must be framed in order to be considered for interdepartmental loan.
3. Although Special Collections objects are, in theory, loaned to a department or office and not to an individual, one person in the borrowing department or office must assume responsibility for managing the Special Collections material in his or her area.
4. Special Collections items installed throughout campus are to be inventoried every five years, with basic condition reports conducted at the time of inventory.
5. If any damage occurs to interdepartmental loan items while they are on display, including damage to frames or hanging mechanisms, **Special Collections staff must be notified immediately**. It is the responsibility of the borrowing department to pay any damage-related conservation or re-framing fees.
6. If an interdepartmental loan from Special Collections is to be reinstalled in a different location or deinstalled temporarily for any reason, Special Collections staff must be notified as soon as possible and provided with details regarding the new location, if applicable.
7. Special Collections may reclaim objects on interdepartmental loan at any time if they are needed for exhibition, research, conservation, or any other reason.
8. The borrowing department or office may not perform on the loaned object any type of cleaning, reframing, marking, or other action that alters the object.
9. If the area in which an interdepartmental loan is displayed is to be renovated, painted, or cleaned to an extent that exceeds routine housekeeping, Special Collections must be notified at least two weeks in advance so that the work of art can be moved by authorized staff.

VII. DOCUMENTATION

A. Collection Object Records

Bryn Mawr College Special Collections creates and maintains up-to-date records on all objects entering the Special Collections, including gifts, purchases, loans, and any other type of acquisition, even if temporary, and has a system to ensure that the critical records are backed up in the event of an emergency.

The systems and procedures used for maintaining collection records may change periodically to reflect improved processes and technology, and those changes do not require a change in the Collection Management Policy.

As of 2013, accession records are managed in an Archivists' Toolkit database. In addition, collections records are managed using the following systems:

Art and Artifact Collections: EmbARK Collections Manager

Rare books: Millenium ILS
Archives and Manuscript Collections: Archivists' Toolkit
Born digital materials and digital surrogate files: Extensis Portfolio

B. Backup System for Records

Bryn Mawr College Special Collections records are safeguarded from loss, destruction, and degradation. The institutional server, including all database records, is backed up onsite and offsite. The Library catalog is backed up onsite and offsite and catalog records are also uploaded to OCLC for an additional level of security.

C. Inventory

A base inventory of the Special Collections has been completed. A verification inventory is to be conducted for each Collection, on a cyclical, rotating basis, every five to eight years. For Collections in which objects are described at an item level, inventories are to be conducted more frequently.

Special Collections objects that have been installed in other departments across campus are to be inventoried and basic condition reports completed every five years.

Image Naming Standards

For digital images of objects in the Special Collections, all filenames must follow a set convention. Standards ensure consistency, establish an intuitive system, and allow files to be far more retrievable. Specific procedural details and a list of image type identifiers can be found in the Bryn Mawr College Photography Documentation Guide.

VIII. COLLECTIONS CARE

Bryn Mawr College is working to achieve professional standards of preservation for all of its Special Collections, including the permanent collections as well as loans. Standards for storage and conservation are to be established and a schedule set for environmental improvements in order to meet minimal professional standards of preservation. In general, the Special Collections staff is working towards providing secure, climate controlled and monitored (for example, hygrothermographs in each space) environments complete with fire alarm systems, security systems, an integrated pest management program, and staff members to manage and care for the objects.

In addition to performing the types of care and management described in other sections of this policy, Bryn Mawr College also:

- Ensures that objects are handled appropriately and receive adequate collection maintenance and professional conservation care.
- Maintains a budget line item for Special Collections care and conservation.
- Carries out all legal, ethical, and professional responsibilities required to provide the necessary care for all objects acquired, borrowed, or placed in the Special Collections.

IX. INSURANCE AND RISK MANAGEMENT

A. Insurance Policy

Although insurance is not a substitute for safety, security, or professional collections care, it does provide compensation in the event of unforeseen loss or damage. Bryn Mawr College provides insurance coverage for its Special Collections.

B. General Risk Management

Bryn Mawr College has an Emergency Preparedness and Response plan in place that covers the Special Collections in order to prevent, minimize, react to, and recover from potential damage to the Special Collections in the event of disasters and emergencies. The contents of the plan, particularly procedures, contact lists, and Special Collections priorities for salvage and/or conservation, must be reviewed and updated annually or more frequently, if necessary.

Bryn Mawr College Special Collections staff must conduct periodic reviews of potential risks to the Special Collections including natural disasters, vandalism, theft, human error, mechanical or operational system failure, and deterioration. Special Collections staff is to maintain regular contact with local fire and police departments. Personnel from these agencies should be made aware of the historical value and significance of the Special Collections. Copies of the floor plans of the buildings in which the Special Collections are housed should be held at the local fire department.

Special Collections staff must be trained in the proper use of fire extinguishers, proper fire drill procedures, evacuation procedures for members of the staff and the public, evacuation procedures for the Special Collections, and disaster response and recovery for the Special Collections. Special Collections keeps a stock of supplies necessary for emergency response and salvage on-site.

C. Security

Special Collections storage spaces, including storage cabinets, are kept locked at all times when not attended by Special Collections staff. Exhibition cases must be kept in secure environments, locked at all times, and monitored regularly. The main Special Collections storage areas are controlled by an electronic security system. This security system, administered by the head of Special Collections, reports to the Bryn Mawr College Public Safety office.

X. ACCESS AND USE

A. Collections Access

Special Collections professional staff members handle the Special Collections and have access to Special Collections storage. Researchers, faculty, and students are permitted to handle objects under controlled circumstances, once instructed in the proper care and handling of objects, and only when the objects are in stable condition. The Special Collections are accessible contingent upon staff availability and consistent with accepted security and preservation practices. In supporting accessibility to the Special Collections, Bryn Mawr College recognizes that a suitable balance must be struck between users' need for access and the preservation needs and concerns of the materials.

The Special Collections Reading Room is open to all members of the public during normal working hours. Archaeology collections stored in Thomas Hall are available for research by appointment only.

B. Terms and Conditions

Researchers who use the Special Collections must request objects or materials in writing and register with a proper form of identification.

Bryn Mawr College reserves the right to refuse access to certain objects in the Special Collections if the objects are unprocessed, or deemed too fragile or unstable for use, or are restricted by the donor or office of origin. Special Collections staff may also limit the number of researchers using particular items at one time.

Objects from the Special Collections must be used in the Reading Room of Canaday Library or in the designated area of one of the other Special Collections facilities. Areas where researchers are using Special Collections objects are to be supervised by a member of the Special Collections staff at all times, and staff members are to instruct researchers in proper handling methods for collections. Users must comply with Bryn Mawr College's conditions regarding the examination, handling and photography of Special Collections materials, and the use or dissemination of Special Collections information.

To protect the confidentiality of donors and the security of the Special Collections, access to certain information in the collection files may be restricted. Addresses and other personal information about donors are not provided without the permission of the donor. Insurance and appraised values of Special Collections objects are kept confidential. Bryn Mawr College reserves the right to deny access to other types of information contained in its Special Collections records.

Special Collections storage areas are not open to researchers for general browsing. Special Collections staff must retrieve material from storage.

C. Scientific Testing

The following policy and procedures for scientific testing are designed to address the interests of scientific research on accessioned objects in the Bryn Mawr College Special Collections.

In accordance with its mission to educate, the College encourages the use of its collections for research in all fields and employing a wide variety of research methods. Special Collections permits the testing of artifacts in its Art and Archaeology Collections using established scientific methods. All requests for testing, whether destructive or non-destructive, and scientific examination other than visual or using standard microscopy, are reviewed on a case-by-case basis.

Requests to perform scientific procedures on Art and Archaeology Collections objects owned by the College may be initiated by Bryn Mawr College professors or students, Special Collections staff members, or by outside scholars or scientists. Permission for testing Art and Archaeology Collections objects must be obtained in writing before any tests are undertaken. Special Collections staff monitors these requests to ensure the safety and preservation of the items and the proper documentation of the samples taken.

Current standard tests include, but are not limited to: radiography, CAT scans, PIXE (Particle Induced X-ray Emission), X-ray Fluorescence Spectroscopy (XRF), gas chromatography/mass spectroscopy, Fourier Transform Infrared Spectroscopy (FTIR), Scanning Electron Microscopy (SEM), polarized light microscopy, fluorescence microscopy, seal impressions, and mold-making using latex or silicone rubber.

1. Criteria for Scientific Testing Requests

- a. Objects to be sampled must not normally be damaged in ways that

- prevent additional sampling and destructive testing.
- prevent additional non-destructive study and analysis.

If procedures are planned that will damage an artifact such that one of the above conditions is not met, then the matter must be referred to the Collections Committee for approval. Documentation describing the laboratory procedures and the purpose and goal of the project must be sent to the Collections Committee along with the request. The request must also be accompanied by documentation (journal reports, professional association reports, etc.) which shows that the proposed procedures are routinely used and considered appropriate by professionals working in the relevant discipline.

If the proposed procedures do not normally damage an object (as described above), then the request is handled by Special Collections staff and a Bryn Mawr College professor in the department most closely associated with the collection from which the object to be tested originates (Geology, Classical and Near Eastern Archaeology, Anthropology, or History of Art).

- Objects which are in contravention of the 1973 UNESCO accord or the 1984 United States Cultural Property Implementation Act or the Native American Graves Protection and Repatriation Act of 1990, or any other pertinent legislation or applicable code of ethics (see appendices) may not be studied.

2. Points of Consideration for Scientific Testing Requests

- In the case of Geological specimens, destructive testing is allowed for research purposes when the sample is not unique, rare, or a “major” sample in the collection.
- Objects must be handled according to standard museum protocols and to the standards set by analytical laboratories.
- The research proposal must be sound.
- The analytical methods proposed should be appropriate to the questions addressed by the study, and must be the least intrusive analytical means of obtaining the answers to those questions. In all instances, non-destructive and minimally invasive techniques are preferred over more destructive methods that require large portions of an artifact. The researcher must adequately justify his/her choice of method. Bryn Mawr College is more likely to grant permission if the researcher has already utilized minimally destructive techniques and can illustrate that the more destructive techniques are absolutely required.
- The proposed analyst must be qualified to perform the work.
- The amount of sample and number of specimens requested must be limited to that which is necessary to obtain accurate results.
- Each specimen must be able to be safely sampled or cast without damage or defacement and without precluding future study or analysis, or decreasing the potential for future testing (see exception for Geological specimens above).
- The degree to which any proposed destructive sampling affects the specimen must be minimal. Whenever possible, samples should be taken from obscured portions of the specimen.

- The testing must not substantively affect the ability of the object to be displayed or used for instructional purposes (see exception for Geological specimens above).
- Samples must be returned (if applicable) to Bryn Mawr College to be retained for future use.

Each specimen sample must be annotated with a label indicating the material removed, the nature of the study, the researcher's name and institutional affiliation, and the date. Bryn Mawr College Special Collections must be cited in any resulting publication, a copy of which should be sent to the Collections Manager.

3. Procedures for Scientific Testing Requests

In cases requiring an approval for proposed procedures that will damage an artifact, the recommendations of the following Collections Committee members must be heard before a decision can be made:

- an expert in the field of study (an outside consultant may be consulted)
- a Bryn Mawr College professor specializing in the area of study (such as Classical or Near Eastern Archaeology, Anthropology, Classics, Geology, or the History of Art)
- the Collections Manager for the Art and Archaeology Collections.

Applications for scientific testing must be in writing and addressed to the Collections Manager. Special Collections staff reserves the right to refer any request to the Collections Committee for approval. Except in special, urgent circumstances, one month should be allowed for the Special Collections staff and/or the Collections Committee to consult and reach a decision. Bryn Mawr College has the right to refuse requests for scientific testing for any reason.

Requests should contain the following information:

- Requester's name, address, phone number, e-mail address and the status and institutional affiliation of the requestor. If the applicant is a student, the name and address of his/her supervisor must be included.
- Proposed date of sampling.
- Reason for analysis. A brief description of the project including the culture under investigation, the materials to be studied, the objectives of the project, its potential scientific value, and any other pertinent information. Also include a description of the scientific testing procedures to be used (destructive or nondestructive to the objects) and the justification for their use.
- Statement describing the proposed research methodology and expected analytical results.
- Sample size and/or weight requirements.
- A list of the objects to be tested, including accession numbers and descriptions. Field numbers should also be given, where known.
- Location where the analysis is to be performed and the name, address, phone number, and e-mail address of the responsible person at the facility where the testing is to be done.

- Date when the sample(s) will be returned (if applicable).
- If an object must be loaned for testing, the name, address, phone number, and e-mail address of the person who is to act as the borrower of record must be provided and a loan form processed. Loans must conform to all current loan policies and procedures.
- A statement of intent to publish, if relevant. If publication place and date are known, these must be included.
- An agreement to provide a copy of any publication resulting from the testing.

The proposal must be submitted to the Collections Manager. A written recommendation for approval or rejection of the proposal must be obtained from the Collections Manager. In cases requiring the approval of the Collections Committee, the proposal is to be distributed to the Committee by Special Collections staff.

Collections Committee members must provide written responses to requests via memo or e-mail. If there are conflicting opinions, the Collections Committee must meet to discuss the matter. The Collections Manager may seek additional opinions or advice from conservators, curators, or faculty members, including persons working at other institutions. Consensus should be reached concerning the approval or rejection of all applications for scientific testing.

The Special Collections staff and/or the Collections Committee may request further information on testing procedures and/or personnel before granting approval. Conditions for approval may include having samples taken by, or in the presence of, the Collections Manager of the Art and Archaeology Collections.

The applicant is to receive written notice (by letter or e-mail) of the decision of the Collections Manager and/or Collections Committee. Approval, if granted, always includes the stipulation that all test results be sent to the Collections Manager and that at least one copy of any publication or other written material incorporating information obtained from the testing be donated to Bryn Mawr College by the researcher. Failure to comply with this requirement may result in the denial of future requests. The applicant must deliver descriptions of all tests performed and all results obtained must be filed in the object's permanent record.

The Collections Manager handles all matters pertaining to the loan of objects to be sent from Bryn Mawr College for testing. Borrowers must comply with all loan policies and procedures.

Test results are considered confidential until published, and are not made available without the written permission of the researcher and the Collections Manager. Public access to the data is restricted for five years. If publication is not made within five years of the test results, the data becomes available for reference by qualified researchers.

XI. INTELLECTUAL PROPERTY

A. Publishing

In granting permission to publish material obtained from the Bryn Mawr College Special Collections, Bryn Mawr College does not assume any responsibility for infringement of copyright or of publication rights to the material that may be

held by others. The publisher assumes all responsibility for any claims made, as a result of the publication, under the Copyright Law of the United States or the laws of libel.

The publisher agrees to cite “Bryn Mawr College Special Collections” as the source of records and/or archival material in all published works. A dissertation or thesis is considered to be a published work.

The responsibility for obtaining any additional permission required for the publication of previously published materials remains with the publisher of the material.

All efforts must be made, by the researcher, to differentiate items in the public domain, which may be copied freely, from materials that are the property of other museums or individuals. A statement of permission must be obtained from the holder of the rights, and proper credits used, for all materials being reproduced that are not the intellectual property of Bryn Mawr College. The responsibility for obtaining any additional permission required for the publication of Special Collections materials remains with the publisher of the material.

Permission to publish is granted for one time, non-exclusive publication use. In granting permission to publish, Bryn Mawr College does not surrender its own right to publish any of the materials in its Special Collections or to grant permission to others to publish them. In consideration for permission to publish, Bryn Mawr requests that a copy be provided.

B. Rights and Reproductions

Requests for reproductions of objects and images from the Special Collections and the right to reproduce those images must be made in writing to the department. Fees may be charged for commercial purposes.

Permission for rights and reproductions to be used in advertising, promotional materials, commercial products, or for television/films/filmstrips or multi-media formats is given on a case-by-case basis according to use, quantity, and description.

Bryn Mawr College faculty, staff, and students are exempt from rights and reproductions fees for non-commercial use.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specific conditions to be met in such cases is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. Copies are permitted for personal and research use only, and Special Collections staff reserve the right to refuse permission.

Special Collections staff or student workers must do all photocopying and scanning for researchers.

Users must agree to the following terms and conditions:

- Permission, when granted, is for one-time, non-exclusive use and is granted in writing from Bryn Mawr College.
- Credit must be given to Bryn Mawr College Special Collections and, if known, the creator of the work.

- The image may not be used for other purposes, be altered in significant ways, or be sold or given to others, without the written permission of Bryn Mawr College.
- The College may not own the copyright to the work requested, even though the work is in the Bryn Mawr College Special Collections and has been used for other purposes without incident. Thus, Bryn Mawr College makes no warranties or representations and assumes no responsibility whatsoever for any claims against the requester, the publisher, or Bryn Mawr College by artists, their agents or estates, or by any parties in connection with the reproduction of materials in the Special Collections of Bryn Mawr College.
- The College requests that one copy of the publication be given to the Library. Publications should be mailed to: Special Collections, Bryn Mawr College, 101 N. Merion Ave, Bryn Mawr, PA 19010-2899. For web-based publications, please send the URL to repros@brynmawr.edu.

Details of the fees and terms of Bryn Mawr College's Rights and Reproduction Policy can be found on the Rights and Reproduction Form located at: <http://www.brynmawr.edu/library/speccoll/repros/>.

C. Photography

Special Collections staff provides photographic services or contracts outside photographers on a work-for-hire basis at cost. All photographs of Special Collections objects are the property of Bryn Mawr College. Permission to photograph Special Collections objects may be granted to individuals in the case of research (non-publishable) photography, and in special instances when the College is unable to provide this service with its own staff. In such instances, the photographing of objects is to be supervised by Special Collections staff. Depending on the nature of the item being photographed, Special Collections objects and materials may require handling exclusively by Special Collections staff. The need for such precautions is determined on a case-by-case basis.

Researchers may take digital photographs, without flash, of any Special Collections objects for their own research purposes as long as such photography is safe for the object and is not disruptive to the work of others. Many objects in the Special Collections have been photographed and researchers are advised to check with Special Collections staff to determine if an image of the desired object is already available. If an image is available, files are provided to researchers in JPEG format.

Any loss of or damage to Special Collections objects, buildings, facilities, personnel, visitors, and/or equipment that is caused or attributable to the photography or filming project is the responsibility of the applicant, who will be required by separate agreement to indemnify the College.