



MONTANA
HISTORICAL SOCIETY

Library & Archives Program
Collection Development Policy

Date Last Updated: December 18, 2023

Date Approved by Board of Trustees: January 18, 2024

OVERVIEW

Introduction

The Collection Development Policy is a statement of the principles and guidelines that shape the growth and maintenance of the Library & Archives Program (L&A) collection within the Montana Historical Society (MTHS). The L&A will use this policy to (a) ensure the long-term stewardship of the collection; (b) provide consistency for developing the collection and in communicating policy decisions to the different individuals, groups, staff, and others that use the collection; (c) continue to advance the mission of MTHS.

Mission

The L&A contributes to the MTHS mission to *save Montana's past, share our stories, and inspire exploration, to provide meaning for today and vision for tomorrow* by pursuing five primary goals and objectives:

- To develop and improve the nation's most comprehensive collection of research materials related to the history of Montana and the West.
- To act as the official archives for the State of Montana, serving as stewards of the permanent records of state and local governments in Montana.
- To preserve the collection through proper processing, handling, storage, security, environmental controls, and knowledgeable application of preservation technologies and methodologies
- To make our collection accessible to the public through proper accessioning and processing, producing catalog records, finding aids, and content for digital platforms
- To assist the public in the use and enjoyment of the collection by providing reference assistance and collection reproductions

History of the Collection

In 1865, the Legislative Assembly of the Territory of Montana founded MTHS *in order to collect and arrange facts in regard to the early history of this Territory, the discovery of its mines, incidents of the fur trade, etc.* (*Contributions to the Historical Society of Montana, Volume 1*, Rocky Mountain Publishing Company: Helena, 1876). MTHS served as the unofficial archives for the Territory and, starting in 1889, for the State of Montana. The Montana State Legislature reorganized MTHS as a state government agency in 1891, and in 1949 reaffirmed MTHS as *an agency of state government for the use, learning, culture, and enjoyment of the citizens of the state and for the acquisition, preservation, and protection of historical records, art, archival materials, museum objects, historical places, sites, and monuments and the custody, maintenance, and operation of the historical library, museums, art galleries, and historical places, sites, and monuments* (22-3-101 MCA).

The Legislature also expanded the powers and duties of the MTHS Board of Trustees in 1949, granting them the authority *to collect, assemble, preserve, and display, when appropriate, all obtainable books, pamphlets, maps, charts, manuscripts, journals, diaries, papers, business*

records, paintings, drawings, engravings, photographs, statuary, models, relics, and all other materials illustrative of the history of Montana in particular and generally of the Pacific Northwest, Northern Rocky Mountain, and Northern Great Plains regions and of the United States of America when pertinent (22-3-107 MCA).

In 1969, the Legislature designated MTHS as the location of the official state archives *for the preservation of noncurrent records of permanent value to the state and local governments and for records management (22-3-202 MCA).*

As MTHS gained greater authority to preserve records through the Legislature, the L&A collection grew. One of the most significant acquisitions was the Anaconda Copper Mining Company Records, a collection covering 98 years and 800 linear feet of the history of one of the most influential private businesses in the state. The L&A also acquired the Haynes Foundation Collection consisting of about 40,000 photographs of Montana and the Greater Northwest, particularly Yellowstone National Park from the 1870s to the 1960s. Other important acquisitions include several collections of oral histories, an expanding collection of historical newspapers, and numerous small collections from Montana residents and leaders. Combined with state government and Montana business records, the L&A collection is the most extensive and diverse set of historical materials on Montana in the country.

In the last two to three decades, the L&A collection stands out for its digital growth and accessibility. The L&A makes many materials, including photographs, brand records, and prison records, accessible to the public at no cost through the Montana History Portal, a partnership with the Montana State Library and other libraries and museums across the state. In addition, the L&A provides access to most of Montana's historical newspapers through projects with the Library of Congress and private organizations. Digital content remains the area of greatest growth in the L&A collection.

Audience

The primary audience for the L&A collection is the people of the State of Montana, including individuals, state agencies, local governments, school districts, non-profit organizations, businesses, and other groups. The L&A also serves individuals and groups from across the United States and around the world. Businesses in the film, media, and publication industries worldwide are a significant audience for their use of the of photographs and moving images in the L&A collection. In addition, the collection supports the work of other programs within MTHS, serving as a source of content and information for exhibits, outreach activities, publications, and programs. These audiences use the collection to help meet needs ranging from simple inquiries to complex and detailed projects.

COLLECTING SCOPE

The focus of the Library & Archives Program (L&A) collection is on published and unpublished materials related to the history of Montana. The collection also consists of materials about the broader western region of North America and other topics that help tell and provide context for the story of Montana.

The L&A collection includes materials from the nineteenth to the twenty-first centuries. The bulk of the collection focuses on the mid-twentieth century and earlier, covering the Montana Territorial period starting in 1864 and the first several decades of statehood starting in 1889.

Collection Strengths and Areas of Specialization

The below sections highlight the strengths of the L&A collection. Some of our strengths are topical and include a variety of formats that add to the topic's significance. Our other strengths are formats (or record types) that are significant for their breadth and expansiveness.

Business Records

Montana Business Records cover the nineteenth-century fur trade, agriculture and livestock raising, industrial development and collapse, banking, and business and personal papers of Montana's prominent capitalists. We also hold inactive business entity records from the Montana Secretary of State.

Territorial and State Government Records

Our Territorial and State Government Records comprise the bulk of our archival collection. They include legislative records for every session from 1864-current, records of Montana Governors, Constitutional Convention records, and records from state agencies, the Montana Supreme Court, and papers of Montana justices. In addition, the L&A holds an expansive collection of published state documents, reports, and periodicals.

Local and Regional History

The L&A collects historical materials, published and unpublished, that help document the people and communities of Montana, as well as the events and interests that shaped the state. These materials include unpublished archival records, published books, maps, photographs, and other formats. We house particularly strong collections on frontier and pioneer history, labor history, and county and community histories.

Photographs

The L&A maintains a collection of over 1.2 million photographs in a variety of formats documenting the history of Montana and the lives and accomplishments of its people. The collection includes the work of amateurs, professionals, and state agencies who captured the faces of the state's inhabitants, immortalized its landscape, and recorded its agricultural, industrial, technological, and cultural developments.

Newspapers

We hold 95% of newspapers published in Montana on microfilm and a collection of unfiled print newspapers. L&A also provides access to over 12 million pages and more than 650 titles of digitized Montana newspapers.

Maps

The L&A houses a large collection of printed and manuscript maps, including historical U.S. Geological Survey topographic maps, initial township plats and homesteads of the U.S. Surveyor General, Sanborn Fire Insurance maps, railroad right-of-way maps, and mining maps. Select historical maps, largely from the nineteenth century are available in digital formats.

Oral Histories

Our more than 2,300 oral histories cover a wide range of topics and give a personal dimension to the historical record. Projects include Montanans at Work, Montana War Brides, the Forgotten War/Korean War, Metals Manufacturing in Four Montana Communities, the New Deal in Montana, and other collections.

Current Collecting Focus and Priorities

The L&A continues to focus on collecting published and unpublished materials related to the history of Montana. We collect records about any topic or subject and in any language, provided the materials contribute to the understanding of Montana history.

Chronological Scope

Our collection focuses on the establishment of Montana Territory in 1864 to the present, but we also collect relevant records from earlier time periods that help tell the state's story.

Geographic Scope

We collect materials within the following geographic areas:

- State of Montana and the Montana Territory.
- Neighboring states and Canadian provinces: Idaho, Wyoming, North Dakota, South Dakota, British Columbia, Alberta, and Saskatchewan.
- Geographic regions that include Montana: Pacific Northwest, Intermountain West, Rocky Mountains, Northern Great Plains, and Greater Yellowstone Ecosystem.

Topics of Specific Interest

The L&A currently aims to collect records from the following priority topics and areas of emphasis related to Montana:

- Aviation
- Twentieth Century dam construction and irrigation projects

- Construction companies and suburban development
- Healthcare
- State legislators after World War II
- Late-twentieth century railroad development
- Late-twentieth century natural resource development
- Late-twentieth century politics
- Unions and union activities
- Photographs of town life in larger cities

What we do not collect

The below formats and resources we either do not collect or stopped collecting. In general, we do not collect materials that duplicate our holdings, are better suited for other repositories, are in poor condition, or otherwise do not fit the geographic scope of our collection or our collecting priorities and areas.

- Materials exposed to moisture, mold, fire, excessive dust, or exposure to pests
- Severely damaged or extremely fragile items
- Print newspapers that are on microfilm or digitized
- Newspapers not from Montana, regardless of format
- Microfilm copies of other institutions' holdings
- Photocopies and digital scans of items
- Music albums on LPs, cassette tapes, compact discs, or other media
- Films, movies, and television shows on VHS tapes and DVDs
- Multimedia records on CD ROMs and DVDs
- Unpublished family genealogy charts and binders
- Records from law firms that retain attorney-client privileges
- Fiction unless it has won a Montana Book award or a High Plains Book award
- Records outside of our collecting areas and geographic scope

Identified Gaps, Weaknesses, and Limitations

The L&A has a small number of gaps in its collection or collecting areas that have opportunities for further development and growth. These areas include:

- Business records from 1950-present
- Photographs from the late-twentieth century to the present
- General topics in the late-twentieth and early twenty-first centuries

We also hold limited primary resources about Montana's native groups. We aim to grow this part of our collection as appropriate, while partnering with tribal historic preservation offices and tribal colleges and cultural centers to assist them with collections acquisition and management.

Collaborations and Related Collections

The L&A works with partners both inside and outside the Montana Historical Society (MTHS) to find the best fit for new acquisitions. Within MTHS, we collaborate with the Museum and other departments on large collections with different types of materials and communicating with potential donors. External partners include the University of Montana, Montana State University, Butte-Silver Bow Public Archives, and other state and regional universities, libraries, archives, and museums. State law helps provide a framework for these collaborations by requiring MTHS to *establish and coordinate the administration of a historic records network* to help facilitate acquisitions and aid in collections management (22-3-211 MCA).

COLLECTION ASSESSMENT AND NEEDS

Reappraisal, Transfer, and Deaccessioning

The Library & Archives Program (L&A) performs reappraisals, conducts collections transfers, and deaccessions materials to ensure that we meet current policy guidelines and practices.

Reappraisal

The L&A reappraises collections with the following goals:

- To determine whether L&A is the appropriate repository
- To reassess the historic and intrinsic value of permanent records
- To weed duplicates and insignificant material
- To manage collections using current policies
- To manage the growth of the collection in a responsible and ethical manner

Transfer

We utilize the transfer process to strengthen collecting areas. We work with state and regional partners to acquire materials that fit better in our collection and to move records to other, more suitable repositories. In doing so, we aim to make better use of staff resources dedicated to collection development, as well as create an easier, more efficient use of research materials for the public.

Deaccessioning

The L&A reviews items for deaccessioning in accordance with its Deaccession Policy. Deaccessioning plays an important role in our collection development by allowing us to refine our collection to make improved use of our staff resources and storage space and help us better meet our mission and the needs of the public. By deaccessioning items that no longer meet our priorities or collecting areas, we will create room for future materials that strengthen our collection.

Related Policies and Procedures

The following related MTHS policies and procedures may affect the development of the L&A collection and this policy:

- Donation Policy (*Appendix A*)

- Deaccession Policy (*Appendix B*)
- Outgoing Loan Policy (*Appendix C*)
- Internal Loan Policy (*Appendix D*)
- Interlibrary Loan Policy (*Appendix E*)

Procedures for Revisiting and Revising the Policy

The Collection Development Committee will meet annually to review this policy and make any necessary changes. If this policy does not adequately address a collection development issue or acquisitions situation, the Collection Development Committee may perform an ad hoc review and update the policy. The committee will present changes to this policy to the MTHS Board of Trustees for review and approval.

Appendix A

Library & Archives Program Donation Policy

General

Gifts to the Library & Archives Program (L&A) are considered outright and unrestricted donations. Donors relinquish all rights to the items donated and the materials become the sole property of the Montana Historical Society (MTHS). Due to space constraints and legal liability, the L&A cannot accept long-term or indefinite loans.

The primary purpose of the L&A collection is for conducting research. Donated items will be made available for study to a wide range of researchers.

Acquisition Criteria

The holdings of the L&A are extensive, and because donations represent a long-term commitment to preservation that we take very seriously, we must consider several factors before we can add new items to the collection. Therefore, an Acquisitions Committee reviews all offered donations using the following criteria:

- Relevance: Do the offered items relate in some significant way to Montana's history or cultural heritage?
- Uniqueness: Do the items fill a void in our collections or do they duplicate existing holdings?
- Condition: Would the condition of the items prohibit their long-term preservation given the resources available to L&A staff?
- Our Responsibility: Does the L&A have the necessary resources to properly house, care for, and provide access to these offered materials?
- Suitability: Is the L&A the best place for these items or would history be better served by placing them in another repository?

Donation Process

Donors will fill out the Potential Acquisition Questionnaire found on our website. The questionnaire will be reviewed by appropriate staff and then taken to the Acquisitions Committee for consideration. If the items are accepted, the donor will be contacted to gather any additional information needed and to arrange for pick-up or delivery of the donation. If appropriate, the donor and a representative of the L&A will need to sign a Deed of Gift Form.

Donations to the L&A are tax deductible. It is the donor's responsibility to determine value or secure any needed appraisal. As the receiving institution we cannot perform, or be party to, an appraisal because doing so constitutes a conflict of interest.

If the offered materials are declined, staff will contact the donor to inform them of the decision and offer recommendations for finding another suitable repository for the items.

Additional Conditions

Gifts to the L&A are considered outright and unrestricted donations to be used in the best interests of MTHS. Usually, accepted gifts are considered extremely important or the best available at the time acquired. However, no individual or institution can predict or govern the changing attitudes of future generations or guarantee permanency beyond the best available preservation procedures.

It is sometimes impractical to evaluate all material at the time of acquisition. Upon evaluation some material may be declared expendable. In addition, certain material already in existing collections may become expendable by acquisition of better examples. Expendable material includes surplus, duplicate, or non-relevant material as well as items in deteriorated condition or of limited use. Such material will be used in the best interests of MTHS, including but not limited to sale, loans to schools and other institutions, and disposal, if the condition or value so warrants. Any material declared expendable must be approved by the L&A Program Manager.

Literary rights and copyrights

Unless otherwise restricted by copyright or by the donor and agreed to by the L&A at the time of acquisition, all literary rights and copyrights are conveyed to the Montana Historical Society. The L&A can assume no responsibility for misuse of literary rights or copyright restrictions by users of unrestricted materials beyond normal professional ethics and standards. Material placed in the L&A is primarily for research and, unless restricted, will be used for that purpose.

Appendix B

Library & Archives Program

Deaccession Policy

General Guidelines

Deaccessioning of Library & Archives materials is essential for maintaining a relevant and useful collection. Deaccessioning is conducted on an ongoing basis in accordance with the Collection Development Policy and within the criteria outlined below. The Montana Historical Society Board of Trustees considers potential deaccessions quarterly.

Criteria for deaccessioning

- The material in question falls beyond the collecting scope of the Library & Archives
- The material duplicates information already in the Library & Archives collection
- The material is in poor condition and the cost to repair it goes beyond the usefulness of the material
- The material is part of an incomplete set

Considerations

- Reasonable efforts are made to limit the potential negative impact to researchers
- Reasonable efforts are made to identify institutions to acquire deaccessioned material through records transfer
- All disposition decisions are made with the donor's wishes in mind
- All deaccessioned items with a Montana Historical Society property stamp will be stamped deaccessioned

Final Disposition

Materials selected for deaccession will be handled in one of the following ways:

- Transfer: Materials may be returned to the original donor, family, or estate of the original donor, or transferred to another institution
- Sale: Proceeds from the sale of deaccessioned Library materials are deposited in the Montana Historical Society Acquisition Trust, per 22-3-113 MCA, to be used to purchase materials for the collection
- Destruction/Discard: If materials cannot be transferred or if the materials do not sell, they will be destroyed or discarded

Appendix C

Library & Archives Program Outgoing Loan Policy

General Loan Conditions

The Library & Archives Program (L&A) may loan catalogued items to qualified museums, galleries, historical societies, or educational institutions. A qualified institution is an institution that can provide evidence of its ability to care for loaned collections in compliance with generally accepted professional museum standards as defined by the American Association of Museums. No loans will be made to individuals under any circumstances. No loan of catalogued items shall be made without the approval of the majority of the Montana Historical Society (MTHS) Board of Trustees.

Loan Requirements

The conditions of the loan of any catalogued item are intended to protect the item and provide for its safe return. Such conditions include, but are not restricted to, the following terms:

1. Borrowers must provide information stating the name of the organization requesting the loan, the beginning and ending dates of the loan, the method of transportation, security precautions, the exhibition site, the beginning and ending dates of the exhibit, responsibility for payment of packing and crating and transportation expenses to and from MTHS, the title and authority of the person making the loan request, and a description of the items requested for loan.
2. Only requests for specific items will be considered. Requests must be accompanied by an explanation of how the items will contribute to the interpretive scheme of the exhibit.
3. Institutions requesting a loan from the MTHS must complete a facilities report. The profile of the requesting institution as presented by the facilities report must demonstrate acceptable standards and practices in artifact exhibitions, handling, and security.
4. The borrowing institution shall furnish the L&A with a condition report for each item loaned upon the loan's arrival at the borrowing institution.
5. It is understood that no item may be cleaned, altered, or repaired in any way without written permission from the L&A. The borrower shall exercise a high degree of care in the preservation and handling of borrowed items.
6. The borrowing institution shall notify the L&A immediately if there is any change in the condition or circumstance of a loaned item. Changes requiring notification shall include any

type of damage, theft, loss, or removal from an exhibition for any reason. Changes to the exhibiting facility that would alter the information provided in the Standard Facilities Report also require notification of the lender.

7. A Certificate of Insurance from the borrowing institution is required before any loan is transported to that institution. All loaned items must be covered for property damage as well as liability for full replacement value of like kind and quality. MTHS shall be named as an additional insured.
8. Photographs of loaned items may not be taken without permission of the L&A. No loaned material, or any part thereof, may be reproduced without the written consent of the L&A.
9. Loan agreements may not exceed one year. Extension of any loan agreement must be duly authorized and approved. Loaned items may be subject to recall by the L&A and may not be loaned by the borrower to any other person, organization or agency.
10. Loans of works on paper may be limited to six months and must be protected by UF-3 (ultraviolet-filtering) Plexiglas.
11. The item(s) loaned must be identified in the borrower's exhibit labels and/or any publications as being from the Montana Historical Society Library & Archives. Further credit may be required if deemed necessary by the L&A.
12. Loan fees are charged at a rate determined by the Montana Historical Society Board of Trustees. In addition, the borrower shall pay all costs associated with transportation of the loaned material, including but not limited to: packing, crating, shipping, and insurance. Fifteen days before the expiration of the loan period, the L&A shall be advised of the date of return for the loaned items. If the items loaned are not returned by the date specified in this agreement, the L&A may retrieve the item and bill all costs of retrieval to the institution which failed to return the materials. All costs shall be due and payable immediately.

Montana Historical Society Library & Archives

Loan Request

Borrowing Institution: _____

Item(s) to be borrowed (attach separate page, if needed): _____

Insurance value of requested item: _____

Duration of loan: _____

Purpose of loan: _____

Recommended fee: _____

Library & Archives contact: _____

The Library & Archives Program has reviewed this request to determine its adherence to requirements of the Outgoing Loan Policy. It is our opinion that:

- | | | | | |
|---|--------------------------|--------------|--------------------------|----------------|
| 1. Climate control is: | <input type="checkbox"/> | Satisfactory | <input type="checkbox"/> | Unsatisfactory |
| 2. Security is: | <input type="checkbox"/> | Satisfactory | <input type="checkbox"/> | Unsatisfactory |
| 3. Borrower is a bona fide institution: | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Purpose of loan is education exhibit: | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Loan period is for one year or less: | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Transportation arrangements are: | <input type="checkbox"/> | Satisfactory | <input type="checkbox"/> | Unsatisfactory |
| 7. Insurance arrangements are: | <input type="checkbox"/> | Satisfactory | <input type="checkbox"/> | Unsatisfactory |
| 8. Request submitted in proper form, on time: | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

The Library & Archives Program Manager recommends that the Trustees take the following action:

Approve Disapprove Approve with exceptions (attached)

Comments:

Approved by:

Director's signature: _____ Date: _____

Board action: _____ Date: _____

Signature of the Board Chair: _____

Appendix D

Library & Archives Program Internal Loan Policy

Loan Conditions & Requirements

The Library & Archives Program (L&A) may loan items to the Museum Program for the purpose of exhibit. The conditions of the loan are intended to protect the item that is loaned and provide for its safe return. Such conditions include, but are not restricted to, the following terms and requirements:

1. The L&A reserves the right to deny requests for loan of items for exhibit. It is understood that the L&A Program Manager, in consultation with team leads, will make the final determination of whether items are stable enough for exhibit.
2. The Museum must provide information stating the name of the exhibit, the beginning and ending dates of the loan, security precautions, the exhibition site, the beginning and ending dates of the exhibit, the title and authority of the person making the loan request, and a description of the items requested for loan. The borrower must use the attached form to provide this information.
3. Only requests for specific items will be considered. Requests must be accompanied by an explanation of how the items will contribute to the interpretive scheme of the exhibit.
4. It is understood that no item may be cleaned, altered, or repaired in any way without written permission from the L&A Program Manager. The borrower shall exercise a high degree of care in the handling of loaned items.
5. Unless otherwise agreed upon it is understood that original items will be displayed for a specified amount of time and then removed from exhibition to rest.
 - a. For archival materials, this will generally be a period of 60 days, at which point the original item will be replaced for one month with a surrogate. During the time that the surrogate is in place, language regarding the need for items to rest for preservation purposes will be exhibited.
 - b. For photographic materials, items will generally be exhibited for six months then removed from the exhibit and replaced with a similar item. Photographic originals will rest for a minimum of twice the time they are exhibited before being placed on exhibit again (i.e., six months of exhibition followed by 12 months resting).
 - c. The length of exhibition of Library materials will be evaluated on a case-by-case basis.

6. The Museum shall notify the L&A Program Manager immediately if there is any change in the condition or circumstance of a loaned item. Changes requiring notification shall include any type of damage, theft, loss, or removal from an exhibition for any reason.
7. Loan agreements will not exceed one year. Extension of any loan agreement must be approved by the Library & Archives Program Manager.
8. Loaned items must be protected by at least UF5 (ultraviolet-filtering) Plexiglas.
9. The item(s) loaned must be identified in the borrower's exhibit labels and/or any publications as being from the Montana Historical Society Library & Archives. Preferred citation is as follows:

Archival material:

Item description and date. Collection Title. Collection Number. Box and Folder numbers. Montana Historical Society Library & Archives, Helena, Montana.

Photographic material:

Item description and date. Photographer. Item numbers. Montana Historical Society Library & Archives, Helena, Montana.

Library materials:

Author. Title. Publication Information. Date. Montana Historical Society Library & Archives, Helena, Montana.

10. The Library & Archives Program Manager will review items upon their return to ensure they are in good condition. If no problems found, the "return" line on the attached form will be signed and the loan completed.

Montana Historical Society Library & Archives

Internal Loan Agreement

Program: _____

Date Out: _____

Name of Staff Requesting Loan: _____

Due Back: _____

Title: _____

Purpose of Loan: _____

Collection, Item Or Catalog Number	Box/Folder (if applicable)	Title / Description of Item

*Attach additional sheets, if needed.

Approval:

Signature: _____ Date: _____
Section Manager

Item(s) Returned:

Signature: _____ Date: _____
Section Manager

Appendix E

Library & Archives Program Interlibrary Loan Policy

GENERAL GUIDELINES

The Library & Archives Program (L&A) provides limited interlibrary loan services.

Available through Interlibrary Loan

- Newspaper microfilm
- Numbered microfilm for which the L&A holds the original material or master microfilm

Unavailable through Interlibrary Loan

- Printed materials, including books, government publications, and periodicals
- Original archival materials
- Numbered microfilm for which the L&A does not hold the original material or master microfilm

Loan Conditions

- Interlibrary loan requests must come from a library
- Interlibrary loan requests must be submitted through the form on our website
- The loan period is 30 days from the shipment date
- Renewal requests must be received a week prior to the due date
- Loaned material must be used only in the borrowing library
- Shipments are limited to five (5) items per patron
- Microfilm must be returned in a box
- New shipments will not be sent until the current shipment is returned
- There is no charge for interlibrary loan services
- If microfilm reels are not returned, the borrowing library must pay the replacement cost