Making Effective Referrals: The Bancroft Library

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Today’s Topics*

1. Overview of Access and Use
2. Researcher Registration
3. Requesting Materials
4. Duplication (a.k.a. copies and reproductions)
5. Classes at Bancroft
6. Digital Collections
7. Q&A

*Please note that these slides have been modified from the presentation version, incorporating information previously presented orally.
What Is The Bancroft Library?

The Bancroft Library is the primary special collections repository within the UC Berkeley library system. It is one of the largest and most heavily used libraries of manuscripts, rare books, and other unique and rare materials in the United States. We are open to anyone interested in using Bancroft collections, as long as they are at least 18 years old or have graduated from high school.

The Bancroft Library also includes three research centers:

- Center for Teptunis Papyri (CTP)
- Mark Twain Papers (MTP)
- Oral History Center (OHC, formerly Regional Oral History Office--ROHO)

Learn more: [http://www.lib.berkeley.edu/libraries/bancroft-library/about](http://www.lib.berkeley.edu/libraries/bancroft-library/about)
What Does Bancroft Have?

The main collection coverage areas are:
- Western Americana
- Latin Americana
- Rare Books and Literary Manuscripts
- Pictorial Collection
- History of Science and Technology
- University Archives (of UC Berkeley + UC)

Our holdings include over 500,000 volumes, 45,000 linear feet of manuscripts, 8,000,000 photographs and other pictorial materials, 72,000 microforms, 23,000 maps, and a growing collection of born-digital archives. We have also digitized over 1.8 million items -- a mere 2.5% of our collections!

Learn more: http://www.lib.berkeley.edu/libraries/bancroft-library/collections
Referring Potential Researchers?

Help researchers plan a visit, including our location and hours, registering to use Bancroft, access to collections, requesting materials, and reading room guidelines: http://www.lib.berkeley.edu/libraries/bancroft-library/plan-a-visit.

Information on Bancroft services, including research assistance, class visits, duplication options, and rights and permissions policies: http://www.lib.berkeley.edu/libraries/bancroft-library/services.

We provide reference help in any of the following:
- In person: stop by our Reference Desk during Reading Room open hours
- Via email: send your inquiry to bancref@library.berkeley.edu
- Via webform
- Via telephone: (510) 642-6481. (This line is answered only during Reading Room open hours; it does not have voice mail.)
CONDITIONS OF USE

THIS DOCUMENT MUST BE READ BEFORE REGISTERING TO USE THE READING ROOM OF THE BANCROFT LIBRARY

The rules below are designed to protect Library collections while providing the best possible service to our Readers. Your signature on The Bancroft Library registration from indicates that you agree to these conditions. Bancroft Library readers must be at least 18, graduated from high school, or be accompanied by an adult. Current photo ID identification is adequate for registration. Others must present two forms of identification (at least one containing a photograph).

1. Bancroft Library collections are non-circulating.

2. The Reading Room is reserved for the use of Bancroft materials only.

3. NO INK may be used in the Reading Room. (Pencils are available. Tape recorders and portable computers may be used.)

4. NO CONTAINERS OF ANY TYPE ARE ALLOWED IN THE READING ROOM. One may take in one notebook (no loose sheets or pockets) or one binder (no loose sheets or pockets) or one pad of paper (no loose sheets) or up to three sheets of loose paper. Property passes for materials carried into the Reading Room are available at the Security Desk. Costs and umbrellas must be stored in the locker room. Coin operated lockers are available for a quarter (refundable).

5. All items taken from the Reading Room must be submitted for inspection at the Registration Desk upon departure. Computers must be opened for inspection.

6. NO SCANNERS are permitted in the Library. CELL PHONES must be in silent mode. CAMERAS are permitted only in conformity with Bancroft Policy.

7. EATING, DRINKING AND SMOKING ARE PROHIBITED. Patrons are expected to abide by the Library Code of Conduct: http://www.lib.berkeley.edu/about/code-of-conduct. Bancroft Library is under camera surveillance.
The Bancroft Library is open to all!

All those wishing to use Bancroft materials must register at The Bancroft Library Registration Desk. We welcome students, faculty, and staff of the University as well as visiting researchers. Bancroft researchers must be at least 18 years of age or have graduated from high school.

We require a photo ID (e.g., Cal ID, driver’s license, or passport). Registration includes agreeing to comply with our Conditions of Use. All researchers are issued a Daily Reader Card when they arrive for the day. The process takes about 5-10 minutes and then newly registered researchers can begin their research.

Learn more: http://www.lib.berkeley.edu/libraries/bancroft-library/plan-a-visit
Requesting Materials

Bancroft Material Request Form

Please use the form below to request both on-site materials and Bancroft off campus (designated "Bancroft (NRFL)"") in OskiCat. Off-site materials take three business days to arrive from the storage facility.

PRINT OUT or SAVE THE CONFIRMATION PAGE FOR YOUR RECORD. Contact you only if there are problems preparing your materials for your visit.

Instructions for filling out the online request form:

Submit your request(s) at least one week prior to your arrival. The library will try to have materials stored off campus (at "Bancroft (NRFL)") as well as those that are usually stored on campus ready for you in time.
A large percentage (significantly over half) of Bancroft materials are stored off-site, at NRLF. This is noted in OskiCat as location “Bancroft (NRLF)” and “University Archives (NRLF).” (Thanks, Jutta and team!)

We recommend **requesting materials online** in advance, though researchers may also request in person at the Circulation Desk. In-person requests for on-site materials generally take 10-30 minutes to retrieve. Off-site materials take up to three days to arrive. Giving us at least a week’s notice is ideal, so that we can coordinate and retrieve materials in time. Note that, due to volume, we do not notify researchers when materials are ready. We only contact them if we have problems fulfilling their requests.

Learn more: [http://www.lib.berkeley.edu/libraries/bancroft-library/request-materials](http://www.lib.berkeley.edu/libraries/bancroft-library/request-materials)
Duplication Services

The Bancroft Library supports research, teaching, scholarship, and creative endeavors involving the use of materials from our collections. We provide a variety of duplication services to meet the needs of our researchers.

Duplication options include:

- **Research-quality imaging** (digital, medium resolution, PDF format)
- **Publication-quality imaging** (digital, high resolution, TIFF format)
- **Photocopies** (paper-based)
- **Audiovisual duplication**
- **Born-digital files**

Learn more: [http://www.lib.berkeley.edu/libraries/bancroft-library/duplication-services](http://www.lib.berkeley.edu/libraries/bancroft-library/duplication-services)
Classes at Bancroft

The Bancroft Library supports the teaching mission of UC Berkeley and welcomes class visits that incorporate and explore our collections. Many classes are taught by Bancroft staff, while others are taught by instructors in consultation with staff.

If you receive an inquiry, please direct the instructor to Lee Anne Titangos, our instruction specialist, at ltitango@library.berkeley.edu or (510) 642-6540.

Learn more: [http://www.lib.berkeley.edu/libraries/bancroft-library/classes-at-bancroft](http://www.lib.berkeley.edu/libraries/bancroft-library/classes-at-bancroft)
Access to Digital Collections

**Online Archive of California (OAC):** Finding aids to archival collections (and links to digitized materials, when available):
http://oac.cdlib.org/institutions/UC+Berkeley::Bancroft+Library  (gener http://oac.cdlib.org/institutions/UC+Berkeley::University+Archives

**Calisphere:** CDL’s platform for digital images, text, and more:

**Themed Collections:** Topic-oriented sites; function somewhat like online exhibitions (with varied interfaces, interpretive information, and amount of digitized collection materials)
http://www.lib.berkeley.edu/libraries/bancroft-library/themed-collections

Learn more: http://www.lib.berkeley.edu/libraries/bancroft-library/digital-collections
Thank you!*

Questions?

You can reach us via http://www.lib.berkeley.edu/libraries/bancroft-library/staff-directory. Or send an email to bancref@library.berkeley.edu.

*Special thanks to Jenna and Lynn for inviting us to speak in the Making Effective Referrals series.