

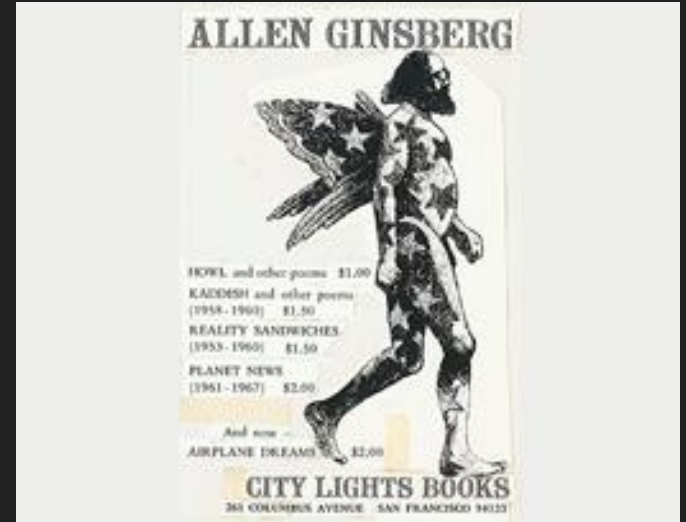
# Making Effective Referrals: The Bancroft Library

14 April 2016 | 303 Doe

Presented by Dean Smith, Shannon K. Supple, and  
Lee Anne Titangos

# 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>

# 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](mailto: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.)

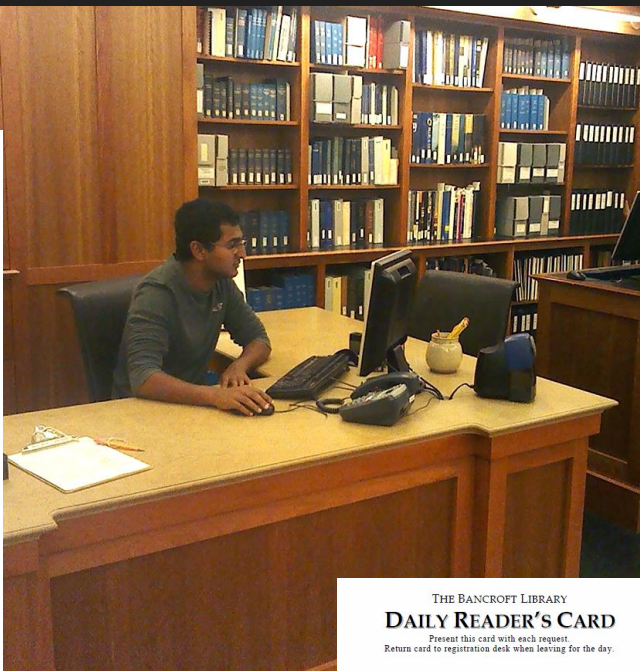
# Researcher Registration

## 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 form 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 UCB 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. Coats 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 DAILY READER'S CARD

Present this card with each request.  
Return card to registration desk when leaving for the day.

Print name \_\_\_\_\_

Seat Number \_\_\_\_\_ Date \_\_\_\_\_

## The Bancroft Library Reader Registration Access Application Form

All researchers using the resources of The Bancroft Library must complete this form. The information you provide will help the staff assist you in your research, compile statistics, and provide for the security of the collections.

Name _____	CURRENT AFFILIATION (CHECK ONE) UCB <input type="checkbox"/> Other UC <input type="checkbox"/> Academic (non-UC) <input type="checkbox"/> Independent <input type="checkbox"/>
Permanent Address (HOME ADDRESS - NO PO BOX) _____ _____	CURRENT STATUS (CHECK ONE) Undergraduate <input type="checkbox"/> Graduate Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/>
_____	Post-Doctoral <input type="checkbox"/> UCB Alum <input type="checkbox"/> No Academic Affiliation <input type="checkbox"/>
_____	PRINCIPAL SUBJECT OF RESEARCH (CHECK ONE)
Telephone Number (_____) _____	Western American <input type="checkbox"/> historic <input type="checkbox"/> contemporary <input type="checkbox"/>
Email _____	Latin American <input type="checkbox"/> historic <input type="checkbox"/> contemporary <input type="checkbox"/>
Local Address (if different) _____	Rare Books <input type="checkbox"/> Medieval Manuscripts <input type="checkbox"/> Literature <input type="checkbox"/>
_____	University Archives <input type="checkbox"/> History of Science <input type="checkbox"/> Pictorial <input type="checkbox"/>
_____	Maps <input type="checkbox"/> Other _____
Local Phone Number (if different) (_____) _____	PURPOSE OF RESEARCH (CHECK ONE)
_____	Dissertation <input type="checkbox"/> Thesis <input type="checkbox"/> Research Paper <input type="checkbox"/> Publication <input type="checkbox"/>
_____	Class Assignment <input type="checkbox"/> Genealogical <input type="checkbox"/> Personal <input type="checkbox"/> Commercial <input type="checkbox"/>
_____	Non-profit <input type="checkbox"/> Legal <input type="checkbox"/> Other _____

Please provide me with information about joining Friends of The Bancroft Library

**Notice**  
Warning concerning copyright restrictions

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

*Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship or research. It is also made a request for an inter loan, a photocopy or reproduction for purposes in excess of "fair use," that cost may be liable for copyright infringement.*

*This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

I have been informed of the obligation to observe copyright and promise to make only "fair use" of any copies in my private study, scholarship and research. I will accept full responsibility for any infringement of copyright or other legal questions that may arise from the making of any copies or from later use of those copies.

I agree to publish no portion of a manuscript without the written permission of the Director of The Bancroft Library. I also understand that it is my responsibility to obtain the permission of the copyright holder prior to publication.

I further agree to indemnify and hold harmless The Bancroft Library, its officers, employees, and agents from and against all claims and actions arising out of my use of repository materials.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE BANCROFT LIBRARY'S CONDITIONS OF USE AND LIBRARY CODE OF CONDUCT. I REALIZE THAT FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN THE DENIAL OF ACCESS TO THE COLLECTIONS.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR BANCROFT USE ONLY:

# Researcher Registration (continued)

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



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## Bancroft Material Request Form

Please use the form below to request both on-site materials and Bancroft off campus (designated "Bancroft (NRLF)") in [OskiCat](#). Off-site materials are required to arrive from the storage facility three business days to arrive from the storage facility.

**PRINT OUT or SAVE THE CONFIRMATION PAGE FOR YOUR RECORD. Please 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. This includes materials stored off campus (at "Bancroft (NRLF)"), as well as those materials held in the library that you have them ready for you in time.

#### \* Required fields

\* Your Name:

\* Your email:

\* Confirm email:

\* First date of planned visit:

(Format: mm/dd/yy | Example: 01/12/16)

Material is ready by the first day of your visit. We will email if that's not possible.

\* Last date of planned visit:

(Format: mm/dd/yy | Example: 01/15/16)

Items are subject to return 2 days after your last date of visit.

\* Collection Number/Library of Congress Call No. of requested item:

\* Title of requested item:

Container Type (ONE type per form):

(I.e. box, carton, oversize folder, oversize box, reel, volume etc.)

Container/volume number(s) (if applicable):

Enter one number or year per field. We page whole containers only. All folders will be available for use.



# Requesting Materials (continued)

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>

# 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>

# 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](mailto:ltitango@library.berkeley.edu) or (510) 642-6540.

Learn more: <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> (Bancroft Library) <http://oac.cdlib.org/institutions/UC+Berkeley::University+Archives>

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

<https://calisphere.org/institution/4/collections/> (Bancroft, generally) <https://calisphere.org/institution/11/collections/> (University Archives)

**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](mailto:bancref@library.berkeley.edu).

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