

Research and Loan Policy

All holdings of the Stein Collectors International Research Library and Archives which are deemed replaceable are available on loan for research purposes by any current member of SCI within the following guidelines:

CHARGES/FEES: Materials are loaned at no charge to the members of SCI. A refundable deposit is required as described below. All mailing and insurance costs for returning the material will be paid by the borrower.

RENTAL AGREEMENT: A rental agreement shall be signed by the borrower prior to the mailing of any material.

DURATION: All loans are for a period of 30 days.

TEXTS:

A. A \$10.00 deposit per book is required. This is a deposit only and will be returned when the book is received by the library. Upon return of the book, it is encouraged the borrower consider donating the deposit monies to the library fund instead of being returned to the borrower.

B. Return of all texts with insurance to be the obligation of the borrower.

C. All texts shall have a predetermined return date, and return mailing information will be included with your order.

D. Any text that is deemed irreplaceable will not be subject to loan. However the Research Librarian may conduct a search on behalf of the member at no cost.

E. Any book damaged, lost or unreturned will be subject to payment of its full price by the borrower.

DVDS (includes both lectures, roundtables, and VHS conversions):

1. A \$10.00 deposit per DVD is required. This is a deposit only and will be returned when the DVDs are returned to the library. It is encouraged that the borrower consider upon return the deposit monies be donated to the library fund.

2. DVDs will be mailed in a special container.

3. Borrower should use a similar container for return of the DVDs and pay for the return using First Class postage rate.

4. All DVDs shall have a predetermined return date.

5. Any DVD returned damaged, or not returned, will forfeit the borrower's deposit.

6. DVDs may be purchased for \$5.00 each or 5 for \$20.00.

MAPS: Some maps in the Museum Archives are available for loan. There is a deposit of \$10.00 per map, returnable when the map is received by the library. Please contact the Librarian with details of what map is desired.

ARTICLES: Copies of all articles in the Museum Archives will be available free of charge.