

OTHER POLICIES

1. Items in the BHLA collection are available to researchers to use in the BHLA facilities. They do not circulate.
2. BHLA does not sell duplications but merely performs the service of copying, according to copyright laws, for which a fee is paid. Duplication in no way transfers either copyright or property right, nor does it constitute permission to publish. Information about permission to publish is available upon request.
3. The original order in which materials were used will be preserved unless they are received in a disarranged condition.
4. A record of use of BHLA will be maintained, including name and address of the user, subject of interest, and records used.
5. Up to three copies of a Brethren book may be retained in the BHLA collection. Copies of Brethren books beyond three are placed with the books to be recycled, thus preserving them for organizations or persons who need or desire them. Persons or churches wishing to dispose of Brethren books may send them to BHLA for the recycling program.

Libraries, churches, or serious collectors wishing to acquire specific Brethren titles may inquire about their availability. Books are deposited in libraries without charge; individuals are asked to pay a reasonable amount, depending upon the value of the book. Libraries will have preference over individuals. Three copies of a title should be kept on hand for supplying requests from libraries; copies beyond three may be sold to individuals. Books may also be used to exchange for other materials needed for BHLA.

6. Duplicates of a heavily-used items (periodicals, minutes) will be retained for use as replacements, to file in a subject reference file, or to clip special items for other files.
7. Any person may recommend books or materials for acquisition by BHLA.