



Reproduction Policy for California Botanic Garden Archives

The policy outlined below is intended to help us balance the preservation of archival material with their utilization for publication purposes. The reproduction of archival material will be permitted only to an extent that ensures no damage or destruction to the overall quality of the original material. While the value of these kinds of items for research is understood, the quality of the collection is undoubtedly impacted. Decisions concerning reproduction will be made on a case-by-case basis. Archive material will be assessed individually and approved for reproduction if material is able to withstand handling, is not fragile and copying or replication will not compromise the integrity of the material.

Requests for archival reproduction of material(s) from the archive collection should be addressed to the Librarian. Please read this policy statement outlined below, complete the *California Botanic Garden Archive Reproduction Agreement Form*, and include a list of requested materials.

Absolutely no material may be reproduced without prior consent of the Librarian and/or the Executive Director. Permission for reproduction of material, when given, is contingent upon adherence to the following guidelines:

1. Material approved for reproduction must be handled with care and impacted as minimally as possible. Approval will only be granted when material can be safely handled, is not fragile and copying or replication will not compromise the integrity of the material.
2. Material or images may not be cropped, over-printed, or altered in any way without written permission from the Librarian, and /or the Executive Director.
3. In granting permission to reproduce items from the Archive Collection, the Archives of California Botanic Garden acts only as owner and custodian of the physical objects, including manuscripts, drawings, prints and printed books and disclaims any and all responsibility for the grantee's possible infringement of any copyright or other artistic or literary rights that may be owned by others. It is entirely the grantee's responsibility to ascertain whether others own any rights in the materials, and if so, to obtain the appropriate permissions from those owners prior to publication.



4. The California Botanic Garden Archives must be acknowledged in any print or electronic publication, or Internet web page, in which material is used, with credit line to read:
"Reproduced with the permission of the Archives of California Botanic Garden, Claremont, California USA."
5. Permission for reproduction use applies only to the publication or Internet use specified in the California Botanic Garden Reproduction Agreement and is intended for one-time use only.
6. The Library of California Botanic Garden is to receive one free copy of the publication mailed directly to:

California Botanic Garden
Attn: Library
1500 North College Ave.
Claremont, CA 91711-3157
7. Use of California Botanic Garden archival material for webpage purposes must include a live link to California Botanic Garden's website for the duration of online presence.
8. Whenever material is reproduced, archives must be annotated with reference to what material was removed, by whom, for what purpose, the project, institution, date, and ideally, any resulting publication.

Persons wishing to use or reproduce material from the California Botanic Garden Archive Collection, for website or publication purposes, and agree to the above conditions, must complete the *California Botanic Garden Archive Reproduction Agreement Form* and include a list of material requested. Completed form and list should be returned to:

Ken Otto or Vanessa Ashworth
California Botanic Garden Library
1500 North College Avenue
Claremont, CA 91711-3157

Or email to kotto@calbg.org or vashworth@calbg.org