

**INTERLIBRARY LOAN
POLICIES AND PROCEDURES**

Materials Loaned: The Johnson Library loans oral history transcripts, finding aids, duplicates of task force reports, symposia transcripts, and additional duplicate items as available. As many as four items may be loaned at one time. **No further loans will be made to a researcher until the return of previously loaned items.**

Procedure: Requests may be made directly to the ILL Archivist, LBJ Library, 2313 Red River, Austin, Texas 78705. Researchers may submit lists in priority order. Items will be sent four at a time until the list is exhausted. Requests are processed once a week. Researchers may also request a current oral history list and a list of finding aids available for loan.

Loan Period: Loans are made for a period of two weeks. Materials being returned from foreign countries must be returned via air mail. Renewals are available upon written or telephone request, if the particular item is not in demand by another researcher.

Restrictions: All transcripts contain a deed of gift reflecting restrictions, literary property rights or copyright, and photocopying restrictions. **It is the responsibility of the researcher to honor these restrictions.**

Photocopying: Items in the public domain may be copied in their entirety. Donated material such as oral histories carry individual restrictions on copying. See deed for restrictions.

Interviews Requiring Permission: Certain transcripts in our holdings are restricted requiring written permission for use. Researchers may contact the Library for addresses of these interviewees and for suggested draft permission letters. We also provide a permission form to be sent to the interviewee. The **interviewee** must return the permission form to the ILL Archivist in order for the Library staff to forward the transcript to the researcher.