

PROCEDURES FOR OBTAINING MICROFILM REELS
FROM THE KENYA NATIONAL ARCHIVES MICROFILM COLLECTION

For those at Syracuse University who wish to make use of the Kenya National Archives Collection, the reels are available in the Manuscript Division of Syracuse University Library. Since the personal removal of any of the films from the Manuscript Reading Room is not permitted, the Manuscript Division has provided adequate viewing and writing facilities for all resident and visiting researchers. The hours of the Manuscript Reading Room are from 8 to 5 on weekdays.

For those outside the University, requests are to be submitted to the interlibrary loan department of one's own university library. These requests, in turn, will be sent to the Interlibrary Loan Department, Syracuse University Library, Syracuse, New York, 13210. Upon receipt of this first request, the Interlibrary Loan Department will send a form, entitled "Request for Access to the Kenya National Archives Microfilm Collection," which is to be completed in full by the person wishing to use the microfilms. Once this second request has been received and has met with the approval of the Interlibrary Loan Department and the Manuscript Division, the requested reels will be forwarded to the interlibrary loan department at the university library from which the requests originated. The need to submit a first informal request may be eliminated by making an acceptable typed copy of the sample form, "Request for Access to the Kenya National Archives Microfilm Collection," which appears on the next page. Copies are to be placed on 8 1/2" x 11" white paper, medium to heavy weight. Proportionate spacing and pica type are to be used.

A limit of 4 reels is placed on all requests. Reels may be used up to 4 weeks and only at the viewing facilities provided by one's own university library. A service charge of \$1.00 will be made for each reel loaned and is subject to change by the Manuscript Division.

Further inquiries should be addressed to the Manuscript Division, Syracuse University Library, Syracuse, New York, 13210.
