



Museum of New Mexico

Museum of Indian Arts & Culture
Laboratory of Anthropology

ACCESS TO COLLECTIONS

The MIAC/LOA collections are held in public trust and use of the collections is encouraged. The following conditions and procedures apply to all visitors to ensure the preservation and safe handling of collections.

Conditions

1. **Visitors are advised that access to collections for contract-supported or for-profit research purposes is subject to the assessment of fees for Museum staff time at \$25/hour. (See Photo Services Fee Schedule for fees connected with photography of collection items.)**
2. Food, drinks, smoking, and gum chewing are not permitted in storage areas.
3. Back-packs, purses, coats, etc. are not permitted in collection storage areas. Rings, necklaces, large jewelry, belt buckles, hanging glasses, and other protruding paraphernalia can damage artifacts; remove these items prior to working with the collections.
4. Pencils, notebooks, and other paraphernalia necessary for research are permitted. Pens, markers, and sharp implements are not permitted when working with the collections.
5. **Sampling is not permitted.** "Request for Scientific Testing" forms are available from Museum staff and must be submitted to the MIAC Collections Committee for their approval.
6. **Photography of collection objects is subject to reproduction, photo services and publication fees. Permission to photograph artifacts does not imply permission to publish/reproduce such materials.** Requests to publish/reproduce must be submitted in writing for approval.

Researchers who wish to photograph artifacts must complete and sign the "Request for Permission to Photograph Items" form. Photography for publication/reproduction must be completed by a museum photographer; all fees must be negotiated with the Museum in advance. There is a fee of \$25/hour for photography for commercial purposes. This is in addition to fees for reproduction/publication.

Procedures

1. **Make an appointment to visit collections at least 2 weeks in advance.**
2. Minimal handling of collections is optimal. Do not touch or handle materials unless allowed by the accompanying Curator or Collections Manager. Curators may refuse to allow handling of artifacts or archival documents if doing so would be unduly hazardous to the object.

Many organic objects have been treated with chemicals or pesticides and are handled at your own risk. Dust masks and latex gloves are required.

Before handling, inspect the object for surface damage or structural weakness. Handle one object or document at a time, with both hands supporting it. Never handle objects by appendages such as rims, handles, straps, spouts, etc. Do not place objects in a precarious position and use padding if necessary.

If an object or document is housed in a container or enclosure, handle the container and not the object. If an object is wrapped or in a closed box, put the container on a surface, then unwrap or open carefully checking the wrappings for fragments. Keep any object fragments, labels, tags, or enclosed information with the artifact.

3. Never remove or undo repairs, tape, glue, stitching, etc. from an artifact or document.
4. If damage occurs, **do not attempt any remedial action.** Notify the Collections Manager immediately
5. Report evidence of insect infestation to the Collections Manger. Do not move the affected artifact.

I HAVE READ AND WILL COMPLY WITH THE TERMS OF THE CONDITIONS AND PROCEDURES SET FORTH AND OUTLINED HEREIN.

Signature

Date

REQUEST FOR ACCESS TO COLLECTIONS

Please fill out pertinent information below, read the procedures and conditions on the obverse of this form, and sign to acknowledge your compliance. Please return to the appropriate Collections Manager or Curator before accessing the collections.

Name(s): _____ Title: _____ Date: _____

Title, Institution, and Address, Phone Number: _____

Describe the collections you wish to examine:

Type of access requested (check all that apply):

_____ Examine artifacts _____ Photograph/draw specimens yourself
_____ Have Museum photograph specimens _____ General tour
_____ Other: _____

Examination of collections is for following purpose (check all that apply):

_____ Publication of these specimens _____ Independent research
_____ Class project _____ Identification/comparison
_____ Exhibit or other loan _____ General interest
_____ Other: _____

Describe your research project as completely as possible:

Date(s) you wish access: _____ Estimated time required: _____

Professional references or instructor/project supervisor: _____

FOR COLLECTIONS DIVISIONS USE ONLY

Date Received _____ Approved by: _____

Type of access granted (check all that apply):

_____ accompanied by curator/collections staff _____ removal of specimens from off-site storage
_____ one-time access _____ photography/illustration
_____ long-term access _____ general tour
_____ no access granted

Other forms requested: _____ Photo Request _____ Scientific Testing _____ Loan Request

Notes/Special Conditions:

Staff Assisting: _____

Staff Time Required: _____