



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 Manager. 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**

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**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: \_\_\_\_\_  
\_\_\_\_\_

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**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: \_\_\_\_\_