

New Mexico Museum of Art

ACCESS TO COLLECTIONS

The New Mexico Museum of Art 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 objects; 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. 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.

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 objects or archival documents if doing so would be unduly hazardous to the object. Latex gloves are required. Before handling by permission, inspect the object for surface damage or structural weakness. Handle one object or document at a time, with both hands supporting it. 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 object.
3. Never remove or undo repairs, tape, glue, stitching, etc. from an object or document.
4. If damage occurs, do not attempt any remedial action. Notify the Registrar immediately.
5. Report evidence of insect infestation to the Registrar. Do not move the affected object.

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 information below, read the procedures and conditions on the accompanying form, and sign to acknowledge your compliance. Please return to the appropriate Registrar or Curator at least two weeks before accessing the collections.

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

Institution, and Address, Phone Number: _____

Describe the collections you wish to examine: _____

Type of access requested (check all that apply):

- _____ Examine objects
- _____ Have Museum photograph objects
- _____ General tour
- _____ Other: _____

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

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

Describe your research project as completely as possible: _____

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

Professional reference or instructor/project supervisor: _____

FOR COLLECTIONS DIVISIONS USE ONLY

Date Received: _____ Approved by: _____

Type of access granted (check all that apply):

- _____ accompanied by staff
- _____ one-time access
- _____ long-term access
- _____ no access granted
- _____ remove objects from off-site storage
- _____ photography/illustration
- _____ general tour

Other forms requested: _____ Photo Request _____ Loan Request

Notes/Special Conditions: _____

Staff Assisting: _____ Staff Time Required: _____