

ACCESS TO ARCHIVE AND PHOTOGRAPH COLLECTIONS

Policy

This policy aims to improve access, both physically and intellectually, for members of staff and the public wishing to view items in the museum's archive and photograph collections. On arrival, research visitors will be asked to sign the Visitors Register and the research regulations to confirm they have read the conditions of access and will abide by its rules.

Access

- Every effort will be made to provide access to material requested, within the limitations of staff time and space available.
- Access to materials is dependent upon their physical condition and the level of processing to-date.
- Requests for materials should be submitted with enough lead time to allow for the evaluation of the request and the scheduling of staff to oversee the research.
- To ensure the conservation and security of these collections, browsing is not permitted.
- Museum staff reserve the right to deny access to anyone accompanying a researcher unless those people are integral to the research.
- Museum staff reserve the right to deny access to any individual whose presence might in any way jeopardize the collections. Additionally, staff reserves the right to terminate research visits at any time.

Room Rules

- Only lead pencils, no pens or markers, may be used for note taking. Visitors must not bring any materials into collection areas which could cause damage, eg, chewing gum, water, ink, scissors, knives, highlighter pens, adhesive tape, etc.
- Scanners, portable photocopy machines, cell phones and cameras (including digital cameras) are prohibited in the collection area or research room to avoid damage to materials and copyright infringement.

- Use of tape recorders and portable computers is subject to security procedures.
- Use of any equipment must not infringe on other researchers.
- No food, beverages, or smoking will be allowed in the area.
- No coats, packages, containers, folders, cases (including briefcases), or bags (including handbags larger than wallets) are permitted in the research room. They may be left at the front desk in the lobby.
- Copying, by staff, is available free of charge for up to five (5) 8 ½ x 11 sheets. Additional copies will be charged at \$.05/each 8 ½ x 11 image.
- The collection room will close if no supervisory staff is available.
- Researchers may not remove any archival, manuscript materials or photographs from the room.
- Researchers must submit for inspection all materials carried into and out of the collection room.
- The Museum accepts no responsibility for the loss of or damage to visitor's personal property.
- The museum reserves the right to limit access to fragile or restricted collections.
- The archives collection is not a lending library. All materials must be used in the research room.
- Researchers will work with only one document from one folder from one box of materials at a time to avoid damaging a collection's original order.
- Researchers who disregard these rules or endanger the records or the work of others will be denied access.
- **Permission to obtain a copy for scholarly purposes does not constitute permission to publish. [See Collection Reproduction Policy]**

Citations

- When crediting the museum, list City of Las Vegas Museum and Rough Rider Memorial Collection, object identification number, box and/or folder; and credit the creator of the item (e.g., photographer, author, etc.).

Handling

Adopted 2/2009 by the Museum Board, City of Las Vegas

- When handling the archival, manuscript or photographic materials, only one folder may be removed from a box or file at a time, and folders must be laid flat on the table.
- Documents should be handled with care and viewed only one at a time. Flat items should be supported from the bottom.
- Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Researchers must maintain the original order of documents within their folders. Attending staff should be contacted if there is any sign of damage or if items appear to be out of order.
- No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage.
- Cotton gloves must be used when handling photographic images.
- Only one box or volume of material will be issued at one time.
- Latex gloves must be worn when working with materials that may pose a health hazard.
- Original documents are not made available to researchers if a copy (microfilm, photocopy, etc.) is available.

ACCESS TO ARCHIVE AND PHOTOGRAPH COLLECTIONS AGREEMENT

I understand the rules listed above and will abide by them. By affixing my signature below, I certify that I have read the list of procedures and that I agree to abide by them in any use I make of the collections at the City of Las Vegas Museum.

Name _____

Identification _____

Mailing address _____

Current local address _____

Professional affiliation _____

Subject of research _____

Collections Used _____

Staff member on duty _____

Signature of Researcher

Date

City of Las Vegas Museum and Rough Rider Memorial Collection
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