



83 Avan Nu Po Road, Santa Fe, NM 87508
Phone: 505.428.5899 / 505.428.5898

Date: _____

**An asterisk indicates required field information*

***Request Type:**

☐ Information about Collections

☐ Research Appointment

☐ IAIA

☐ Class Appointment

☐ Other _____

***Researcher Name:** _____

***Email Address:** _____

***Phone:** _____

Describe the type of collections and/or documentation you wish to see (research of collections records/documentation will generally precede any appointments to research collection from storage):

Museum Collections Department hours are Monday – Friday, 8:00 a.m.–4:00 p.m., by appointment. Requests for access to collections should be submitted at least two weeks prior to requested appointment date. Please identify the dates and times that you are interested in having access provided:

Research Policy and Procedures The following conditions shall govern access to the collections:

- Access to the collections shall be at the discretion of the Curator of Collections
- Researchers are required to submit a Collection Research request
- Access for research requires a scheduled appointment(s)
- Research is subject to supervision by curatorial staff
- Handling works of art is restricted to curatorial staff
- Researchers must check all personal effects prior to accessing the collection including all bags
- Food, drink, gum and all ink are not allowed in the research area
- Laptops and use of digital cameras are allowed without use of a flash (see restrictions below)
- Researchers agree to provide a copy of their research and related writings to MoCNA if applicable
- Researchers agree to give credit to MoCNA in any published research reports
- The MoCNA collections department reserves the right to decline patron access to works of art that are deemed culturally sensitive, physically fragile, or where copyright or donor restrictions are in place

Non-commercial photography of MoCNA collections is permitted with the permission of mocna staff and is subject to the following restrictions:

- Researchers must submit a rights & reproduction request form prior to use of images from the collection
- Photographs taken by researchers may not be used for publication or other forms of reproduction without prior approval
- Under no circumstances may a researcher be left alone in the collection, nor may a work of art from the collection be removed from the MoCNA collection to be photographed without curatorial supervision
- The MoCNA reserves the right to restrict photography of copyrighted or culturally sensitive collections

*** Disclaimer**

"It is the responsibility of the user to obtain permission to publish from the owner of the copyright (the institution, the creator of the record, the author or his-her transferees, heirs, legates, or literary executors). The user agrees to indemnify and hold harmless the Institute of American Indian Arts, its board, faculty, employees, and agents from and against all claims made by any person asserting that he or she is an owner of copyright. Some images in this collection may be considered culturally sensitive for some individuals and communities. Please respect these considerations in your research, use, and potential publication of images from this collection. Suggested changes or updates to the metadata about this digital object are encouraged. Please notify the collections staff of incorrect or missing information. "

I Acknowledge That I Understand And Agree To Abide To The Research Policy And Procedures:

Researcher Signature / Date

Rec'd By: _____ / _____ Staff Initials Date