



Smithsonian
National Museum of the American Indian

Archives Center

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Researcher Registration Form

					Date
NAME (please print):					NMAI Staff
					SI Staff
					Non-SI Researcher
Institutional Affiliation and Address:			Identification Offered:		
Telephone:					
Email:					
Research Project Title or Description:					
<ul style="list-style-type: none">• Other researchers [] may [] may not be informed of my research interests and topic.• Other researchers [] may [] may not be shown the record of NMAI Archives Center I have consulted on this topic. <p>NOTE: This information may be released to the Office of the Secretary, the Office of the General Counsel, the Office of the Inspector General, and the Office of Protection Services, upon their request.</p> <p>I have read the rules and regulations for the use of NMAI Archives Center on the reverse. I agree to abide by those rules. I agree to return materials in the order and condition they were delivered to me.</p> <p>Date: _____ Signature: _____</p>					
Date	Record Units, Series, Collections Consulted. List each by number and title. List box numbers of all boxes consulted.	Staff Member Initials	Visitor Initials	Number of Items Delivered	Number of Pages Copied

<p style="text-align: center;">NATIONAL MUSEUM OF THE AMERICAN INDIAN ARCHIVES CENTER READING ROOM RULES AND PROCEDURES</p>

Welcome to the National Museum of the American Indian Archives Center. Our reference staff endeavors to meet the needs of all Archives Center users and asks that you follow the procedures below to ensure the most effective service.

Hours of Service:

The NMAI Archives Center is open to researchers **by appointment** Monday through Friday, from 9:30am to 4:30pm. It is closed on federal holidays and for special events.

Use of the Archives Center

- Food, drink, tobacco, and ink pens are not allowed in the Reading Room. Please use **pencil** only. Pencils are provided if needed.
- Please leave your coats, briefcases, and other personal items in the reception area where secure lockers are provided.
- The use of personal computers is allowed as long as they do not disturb other researchers.
- Complete the “NMAI Archives Center Researcher Registration and Use Record,” and show some form of official photographic identification such as a driver’s license, employee identification badge, student identification, or passport to the Reference Archivist.
- The Reference Archivist will deliver to you a maximum of one book-cart of records upon request. Some records will be delivered one folder at a time. Material delivered is recorded on the confidential *NMAI Archives Center Researcher Registration Form*, and you will be asked to initial it to accept responsibility for returning all the contents in the same condition they were delivered to you.
- Please **remove one folder at a time** from the document box, keeping the folder flat on the table while in use. Please keep records in order within folders, and keep folders in order within boxes. Do not rearrange, mark, deface, or damage documents in any way. If you notice damaged, or out of order or missing documents, please tell the Reference Archivist.
- Please use gloves provided on the Reading Room tables when handling photographs or fragile items.
- Please consult with a staff person when you leave for a short break (10-15 minutes) or to arrange a lunch break. When leaving for the day, please let a staff person know whether you intend to return to continue your research, and if you will be using the same records.

Access, Copying and Reproduction

- The NMAI Archives Center restricts the use of some records due to fragility, special format issues, or cultural sensitivity.
- All copying is done by NMAI staff. Copies of paper documents cost **.25 cents per page**. Copying flags can be found on the Reading Room tables. Please place the flag in front of the page(s) you want photocopied. **Do not remove pages from the file for photocopying.**
- The NMAI Archives Center reserves the right to refuse to fulfill extremely large or unmanageable copying orders, culturally sensitive materials, or fragile/deteriorating items, or an item in a format which makes photocopying especially difficult or detrimental to the item.
- Researchers may bring a handheld digital camera into the Archives Center to digitally photograph manuscript materials, provided they have received prior approval from the Reference Archivist.
 1. Any and all digital photographs taken by researchers of NMAI materials are for **PERSONAL RESEARCH PURPOSES ONLY**, and cannot be used for publication, broadcast, or dissemination of any kind.
 2. Researchers requesting high-quality digital versions of archival materials for publication may address their requests to the NMAI Archives Center.
 3. Handheld digital cameras only (set to silent); absolutely no desktop (or portable) tripods, copy stands, or other supporting equipment; manipulation of archival materials or Reading Room environment to achieve a “better picture” is not allowed.
 4. Photographs of the Reading Room or of NMAI staff is not permitted.