



THE MAXWELL MUSEUM OF ANTHROPOLOGY
 UNIVERSITY OF NEW MEXICO
 ALBUQUERQUE, NEW MEXICO 87131

Collections Research Request (Non-Destructive*)

**For requests involving destructive analysis techniques, submit a Destructive Analysis Request form in lieu of this request/form.*

Students: Please attach a signed letter of support from your supervisor/advisor when you submit this form.

Name of Requesting Individual:	
Affiliation and Title:	
Address:	
Email:	
Phone:	
Supervisor/Advisor's Name: (For student applicants)	

Names of additional researchers participating in this request (incl. affiliations/titles/emails):

Requested date(s) to conduct research:

Collection: Archaeology Archives/Photo Collections Ethnology Osteology

Maxwell Museum collection(s) to be studied:

Is this collection owned by an entity other than the Maxwell Museum (federal, state, tribal etc.)? YES NO Please consult curator/collection manager with all questions.

What, if any, provenience information is needed:

Project description (attach additional pages or research design, if applicable):

Include information on research question(s), project purpose/outcomes (including information about potential publication/dissemination of results) and explanation of the significance of the proposed research.

Description of nondestructive analysis (measurements, observations, etc.) to be used:

List any prior projects similar or related to this project that you have undertaken:

Will this request involve conducting your research at the Maxwell Museum or will you be requesting a loan of museum collections?

at the Maxwell Loan

If you are conducting research at the Museum, how much space will you need:

Do you need to borrow Museum equipment? If so, what? (calipers, scale, internet, etc.)

Do you wish to take photographs (separate permission form required): YES NO

Have you conducted previous research on Maxwell Museum collections?

YES* NO

*If yes, please briefly summarize research and dates below, and provide copies of all publications and data records associated with your prior research, if you have not already done so. If research is still ongoing, please summarize your plans and timetable to provide those materials.

By signing this request form, the researcher is agreeing to:

1. Provide a letter of support from their supervisor/advisor (if the researcher is a student).
2. Obtain permission to take photographs prior to research visit (permission to publish photographs must be obtained separately from the Maxwell Museum’s Archivist).
3. Record, use, and cite Maxwell Museum trinomial catalog numbers in all analyses, data, and publications; and give proper credit to the Maxwell Museum of Anthropology in any publications, papers, presentations, theses, or dissertations.
4. Provide the Maxwell Museum of Anthropology a copy of any data, results, photographs, and publications produced from the Collections Research Request.
5. Submit a one-page summary of your research/visit for our files and informational purposes.
6. Agree to abide by all terms of the “*Policy and Agreement for Research Use*” form and submit a signed copy to the museum prior to research visit.

No alteration, sampling, modification or testing of objects is permitted without prior written authorization in the form of a signed Maxwell Museum of Anthropology Collections Research Request form. Under no circumstances is research permitted in the absence of this agreement, including on the basis of verbal discussions with any staff member, curator, or administrator.

Signature of Requesting Individual

Date

Signature of Supervisor/Advisor (for student applicants)

Date

Please complete and submit this request to the person(s) designated below for the collection to which you are requesting access.

Archaeology:

Dr. Kari Schleher (kschlehe@unm.edu), Curator of Archaeology
 Karen Price (priceke@unm.edu), Archaeology Senior Collections Manager

Archives and Photographic Collections:

Diane Tyink (dtink@unm.edu), Archivist

Ethnology:

Dr. Lea McChesney (ismcches@unm.edu), Curator of Ethnology
 Lauren Fuka (lfuka@unm.edu), Ethnology Senior Collections Manager

Osteology:

Alex Denning (adenning@unm.edu), Osteology Senior Collections Manager

Presented to Collections Committee on (date): _____

Curator signature: _____ **Date:** _____