



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

## **POLICY AND AGREEMENT FOR RESEARCH USE OF MAXWELL MUSEUM OF ANTHROPOLOGY COLLECTIONS**

The Maxwell Museum holds archaeological, ethnological, human osteological, photographic, and documentary archive collections that represent many regions of the world but with particular emphasis on the Southwestern United States, other parts of North America, Latin America, and South America.

Materials housed within the collections at the Maxwell Museum of Anthropology provide numerous research opportunities for qualified individuals. In turn, the Museum asks that all researchers granted access to the collections adhere to the highest standards of ethical behavior and professionalism. All researchers using the collections are asked to read the following rules and sign and date the back of this form.

### **RULES FOR ACCESS AND USE:**

1. The collections are available for use only from 9:00 AM-4:00 PM, Monday-Friday. Actual access hours may be more restrictive due to prior curator commitments and other constraints.
2. Researchers wishing to utilize the collections must first fill out a Collections Research Request form or Destructive Analysis Request form describing their intended use of the collections and when they would like to conduct this research. Access is granted on a case- by-case basis and only by appointment with a curator once the research request is approved. Individuals denied access will receive written notification of the reasons for refusal.
3. The Maxwell Museum is committed to public dissemination of scholarship related to our collections. General information regarding your research may be shared in Maxwell Museum newsletters, annual reports, and/or other media. Student researchers may be requested to write a blog posts related to their research. The museum may contact you regarding possible exhibition related to your research. Please notify the relevant curator/archivist/collections manager with any questions.
4. Individuals wishing to photograph any of the collections must first fill out the Maxwell Museum's Research Photography Policy Request. Again, this request will be evaluated on a case-by-case basis. Destructive analysis requests must provide pre- and -post analysis photographs at the conclusion of the project.
5. Any request to conduct destructive analysis will be considered separately. In addition, the Museum will not unilaterally approve requests for destructive analysis of any human

Updated March 22, 2021

remains or objects covered by the Native American Graves Protection and Repatriation Act (NAGPRA). The Museum will consult any potentially affiliated tribes with such requests; these requests will take additional time to review.

6. Individuals granted access to the collections will not allow other individuals into the room that have not been given permission to be there.
7. Food and drink (except water in a closed container) are never allowed in the collections.
8. Researchers are required to give the Museum a copy of their data and results in a format that the Museum can use.
9. Any time you leave the collections storage area where you are working and no one else is in the room, make sure to close the door. These doors are *never* to remain open with no one in the room.
10. Work space is limited in most collections areas. Do not leave materials on lab tables after you leave unless permission has been granted to do so. The curator or collections manager(s) will inform you what work space you may use, and whether to leave out or repack/reshelve research materials when you are done.
11. No objects, human skeletal material, or documents may be taken from the collections unless they are being analyzed or processed in another area or facility. The appropriate curator must be notified and agree to such temporary arrangements, and additional paperwork will need to be completed.
12. Researchers granted access to the collections will not behave in any way that a) could potentially result in the loss of or damage to objects, documents, or human skeletal materials or to laboratory equipment or b) threatens the welfare of others in the Museum.

Failure to comply by these rules will result in the immediate termination of access and possibly denial of future use of any Maxwell Museum collections.

I, \_\_\_\_\_ (Print Name) have read and understand these rules. I understand that failure to comply by these rules will result in the immediate termination of my research and that I may be denied future access to any of the Maxwell Museum's collections.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date