

<p>NATIONAL MUSEUM OF THE AMERICAN INDIAN ARCHIVE CENTER READING ROOM RULES AND PROCEDURES</p>
--

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

Hours of Service:

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

Use of the Archives

- 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 Archives' reference library is non-circulating, as are all archival materials.
- The use of personal computers or portable typewriters is allowed as long as they do not disturb other researchers.
- Complete the "NMAI Archives 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 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 Use Record* 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 restricts the use of some records due to fragility, special format issues, or 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.**
- NMAI Archives reserves the right to refuse to fulfill extremely large or unmanageable copying orders, or fragile/deteriorating items, or an item in a format which makes photocopying especially difficult or detrimental to the item.
- Digital Photography is not allowed in the reading room.