



## Indian Arts Research Center — Research Request Form

<b>Contact Information</b>			<i>Section 1</i>
Date:	Email:	Phone:	
Name/Title:			
Institutional/Professional Affiliation:			
Address:			
City	State:	Zip:	
<b>Nature of Research</b>			<i>Section 2</i>
Publication	Dissertation/Thesis	Other Student Research	
Title/Topic:			
Subject:			
Research Supervisor or Publisher:			
Exhibition	Commercial Use	Identification or comparison with other materials	Other
Specify (if Other):			
<b>References</b>			<i>Section 3</i>
Please list two references (people who know you and/or your work), including their Name, Institutional Affiliation (IA), Phone Number, and E-mail Address.			
Name:	IA:	Email:	Phone:
Name:	IA:	Email:	Phone:
<b>Materials Sought</b>			<i>Section 4</i>
Collection Items	Collection Records	Photographs/Slides	Archive Documents
Specify:			
<b>Date of Access/Research Time</b>			<i>Section 5</i>
Requested Date(s) of Access:			
Estimate of Research Time Needed:			Hours:
<b>Important Note: Incomplete and/or unsigned forms will <b>not</b> be processed.</b>			
<i>I have read the conditions of research on the reverse and agree to abide by all rules and regulations of the School for Advanced Research on the Human Experience (SAR).</i>			
Signature of Researcher:			Date:



## Conditions of Access for Researchers

All researchers must abide by the following conditions applicable to both Indian Arts and Arroyo Hondo Collections.

1. All research visits utilizing IARC collections require a pre-approved *Research Request*, which must be submitted at least 2 weeks prior to the proposed visit. All decisions concerning collections access are made by the Research Review Committee. Access to certain items may be limited at the discretion of the staff. Researcher references are checked prior to IARC granting research requests.
2. IARC staff makes every effort to accommodate research requests within the parameters of other projects and activities scheduled at IARC. Research visits cannot exceed 4 hours within a day. Subsequent days may be scheduled to accommodate the scope of a research project.
3. No smoking is allowed in SAR/IARC buildings; no pens, food, drink, or chewing gum are allowed in the vaults or laboratory.
4. No handling or touching of collections items is permitted by non-IARC staff. If an object must be moved for any reason, contact the Collections Manager.
5. An IARC staff member must be in the building at all times when the vaults are open; the glass “day doors” of the vaults must be kept closed at all times.
6. “Swinging” items such as purses and large coats are not allowed in the vaults. Secure areas in the building are provided to store these items.
7. Shoes must be cleaned on the available mat before persons enter the building. This reduces adverse impacts to collections by soil and/or moisture.
8. Pencils may be used inside the vaults; wireless access via laptops or small notebook computers may be authorized in advance of the research visit.
9. The IARC hours of operation are Monday through Friday, 8 am – 12 pm, 1 pm – 5 pm. Please be prepared to exit the vaults by 11:50 am and 4:30 pm.
10. Any container taken into, or out of, the vaults is subject to inspection by IARC staff.
11. IARC reserves the right to charge project-based, goal-oriented researchers a curatorial fee of \$50/hr (maximum 3 hours; this fee does not include photocopy or other duplication fees).
12. Researchers wishing to utilize the collection, but who do not have the tangible goal of publication, or presentation will be charged a curatorial fee of \$60/hr (maximum 2 hours; this fee does not include photocopy or other duplication fees).
13. Admittance to the vault(s) and removal of objects from the vault area for study may only occur with the permission of the Director and/or Collections Manager. Removal of materials from the building is strictly prohibited, unless a loan has been arranged (see *IARC Collections Policies and Procedures* for loan information).
14. The School may request copies of research notes upon completion of work; copies of these notes must be forwarded to the School within one year. One copy of any subsequent publications must be submitted to the IARC, and the regular citation is required: “*Courtesy of the School for Advanced Research on the Human Experience (SAR), Santa Fe, New Mexico*”.
15. The researcher is advised that the School may not hold literary or other copyrights to some items; it is the researcher’s responsibility to secure these rights.
16. Photography of collections items is restricted and, if authorized by IARC staff, may occur only under established policies and procedures. Only those photographs taken by professional photographers may be published in articles or books. Arrangements for photographic or photocopy work must be made in advance. See the *Fee Schedule* for additional information.
17. Researchers are expected to apply all professional and scholarly ethical standards to their work at SAR.

***I have read the above statements and agree to abide by all rules and regulations of the IARC/SAR. I assume full responsibility and agree to indemnify the School for any claim, damage, or expenses incurred in my use of the School’s materials. I have signed to this effect on the front of this form.***

Front signed by Researcher: Yes      No	Fees Charged:
Date/Time of Visit:	Staff Member:
Reviewed By:	Approved      Denied