

**Fray Angélico Chávez History Library
New Mexico History Museum
Santa Fe, New Mexico**

Materials Use Agreement

The Library's collection includes rare and unique materials. To safeguard these valuable materials, researchers are requested to observe the Materials Use Agreement.

1. Materials are retrieved by the staff for use in the Reading Room. Please notify the staff when you are finished with materials. Please use one box at a time.
2. **Pens or similar writing materials cannot be used.** Pencils and computers are allowed for notetaking. Do not apply Post-it Notes, metal paper clips, or any other item that could mar a documents surface.
3. Ask about our photography policy.
4. Materials must be handled with care. Use materials on the table. Do not lean on large items or place paper or notepads on top of documents while taking notes. To prevent disintegration of fragile materials, patrons must use reproductions (photocopies, microfilm, etc.) when they are available.
5. The Library reserves the right to limit use of materials that are not arranged or in the process of being arranged.
6. Researchers must ask permission before photocopying any material in manuscript collections. Fragile or damaged materials cannot be copied. Documents in manuscript collections have been arranged in an order that must be maintained. **Maintain the existing order of material within each folder and box.**
7. Researchers shall assume full responsibility for conforming to the laws regarding copyright, libel, and literary property rights that may be involved in the use of materials obtained from the Fray Angélico Chávez History Library. The Fray Angélico Chávez History Library, New Mexico History Museum, Santa Fe, NM must be credited as the source of cited materials.

We appreciate your cooperation to ensure that these collections will be available for future researchers.

I have read the above Rules (please sign and date):

Signature/Date

Name (print): _____

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Collection No.: _____

Collection Name: _____

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