



## INSTITUTE OF AMERICAN INDIAN ARTS

---

### **Archival Materials Use Policy**

#### **Use**

- Only pencils and laptops may be used to take notes. Ink in any form is not allowed.
- Materials are limited to one box on a table at a time and one folder at a time. Materials are not to be removed from the folders.
- Patrons must handle materials with care. Cotton gloves will be provided for photographic materials. Please refrain from leaning upon, folding, tearing, or marking the materials in any way.
- The Archives of IAIA reserves the right to decline patron access or to copy materials that are deemed culturally sensitive, physically fragile, or where copyright or donor restrictions are in place.

#### **Duplication**

- Archival materials are to be photocopied by staff only. Please leave all items to be photocopied in their folders. Staff will provide patrons with flags to identify materials to be copied.
- No personal scanners or digital photography are allowed.
- All duplication is subject to condition of materials and any donor or copyright restrictions.
- Digital surrogates of photographs are for educational and publication use only.

#### **Copyright and Permissions**

- All users assume full responsibility for conforming to copyright laws, libel laws, and individual's right to privacy and for the literary rights that may be involved with the use of any IAIA materials.
- The Archives of IAIA do not hold the copyright to many of the original materials held in its collections. It is the responsibility of the patron to obtain any required copyright permissions from the copyright holder.
- Permission to duplicate materials is not authorization to publish. If you intend to publish, please fill out the Permission to Publish Contract. A staff member will notify you of any copyright information in our possession, fees assessed, and if permission is granted.
- Copyright questions? See [www.copyright.gov](http://www.copyright.gov).



## INSTITUTE OF AMERICAN INDIAN ARTS

---

### Duplication Charges

#### Photocopies

- |                                 |                |
|---------------------------------|----------------|
| • IAIA Staff, Faculty, Students | No Charge      |
| • Outside Patrons               | \$.20 per page |
| • Remote copies to be mailed    | \$.40 per page |

#### Photographs (Digital surrogates on CD or via e-mail only)

- |                                  |                                                                |
|----------------------------------|----------------------------------------------------------------|
| • 300 dpi Tiff image             | \$15.00 for the first image, \$5.00 for each image thereafter  |
| • 600 dpi Tiff image             | \$25.00 for the first image, \$7.00 for each image thereafter  |
| • Above 600 dpi                  | \$40.00 for the first image, \$10.00 for each image thereafter |
| • E-mailed images (300 dpi only) | \$15.00 per image                                              |

**I agree, personally and on behalf of any organization I represent to abide by all terms, conditions and provisions of this agreement set forth above:**

Name (printed): \_\_\_\_\_

Institution: \_\_\_\_\_

Address1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

Archives of the Institute of American Indian Arts  
83 Avan Nu Po Road, Santa Fe, New Mexico, 87508  
Phone: (505) 424-5743  
Website: [www.iaia.edu](http://www.iaia.edu)  
Fax: (505) 424-3131