

New Mexico Commission of Public Records

STATE ARCHIVES OF NEW MEXICO

1205 Camino Carlos Rey, Santa Fe, New Mexico 87507
 (505)-476-7948 | <https://www.srca.nm.gov/> | archives@srca.nm.gov

USER REGISTRATION FORM

The New Mexico State Records Center and Archives (NMSRCA) makes repository holdings available to the public on equal terms of access. Researchers requesting access to archival collections must read and follow guidelines for use of the research room and NMSRCA documents in the custody of NMSRCA. Researchers must complete a User Registration Form (SRC Form 96-20). Researchers under the age of 16 years must be accompanied by an adult researcher who agrees to be responsible for compliance in reading and following guidelines for use of the research room and NMSRCA.

NAME:	LAST	FIRST	MIDDLE

ADDRESS:	STREET/P.O. BOX		
	CITY	STATE	ZIP CODE

CONTACT:	TELEPHONE	CELL PHONE
	EMAIL ADDRESS	

TYPE OF USER:			
	<input type="checkbox"/>	STATE GOVERNMENT	<input type="checkbox"/>
	<input type="checkbox"/>	LOCAL GOVERNMENT	<input type="checkbox"/>
	<input type="checkbox"/>	FEDERAL GOVERNMENT	<input type="checkbox"/>
	<input type="checkbox"/>	JUDICIAL BRANCH	<input type="checkbox"/>
	<input type="checkbox"/>	LEGISLATIVE BRANCH	<input type="checkbox"/>
	<input type="checkbox"/>	LEGAL	<input type="checkbox"/>
	<input type="checkbox"/>	HIGHER ED FACULTY	<input type="checkbox"/>
	<input type="checkbox"/>	GRAD/UNDERGRAD STUDENT	<input type="checkbox"/>
	<input type="checkbox"/>	PUBLIC	<input type="checkbox"/>
	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

TYPE OF ID USED TO REGISTER:			
	<input type="checkbox"/>	DRIVER'S LICENSE	<input type="checkbox"/>
	<input type="checkbox"/>	GOVERNMENT ISSUED ID	<input type="checkbox"/>
	<input type="checkbox"/>	GOVERNMENT BADGE	<input type="checkbox"/>

GUIDELINES | USE OF RESEARCH ROOM

- A. Research room hours are scheduled by appointment.
- (1) Reference assistance is normally available from 10:00am to 1:00pm, unless another time is specified by NMSRCA.
 - (2) Historical films and videos can be viewed by appointment only.
 - (3) Requests to view 10 or more photographs will require an appointment.
 - (4) Material shall not be pulled from the vault between 12:00 pm and 1:00 pm.
- B. All researchers and visitors shall sign in as they enter the research room.
- C. Researchers shall complete a user registration form (SRC 96-20).
- (1) Researchers shall be asked to update registration forms periodically.
 - (2) To register, researchers shall provide photographic identification. Acceptable forms of identification include a driver's license, passport, or official government identification card.
- D. The NMSRCA prohibits researchers from carrying boxes, briefcases, satchels, valises, backpacks, purses, folders, coats, newspapers, or other large containers into the research rooms. Coats must remain in the locker provided or on the coat rack.
- (1) Lockers are provided on a first-come, first-serve basis. They are available at no cost using a quarter.
 - (2) Researchers' personal belongings must be removed from the lockers each night.
- E. Except as provided in Paragraphs (1) through (4) of Subsection E, only paper and pencils may be taken into the research rooms.
- (1) Researchers may use a personal computer provided their use does not disturb others. The speakers shall be disabled or lowered to an inaudible level.
 - (2) Cell phones brought into the research rooms are subject to the following procedures.
 - (a) Cell phones must be placed on vibrate mode.
 - (b) Calls must be made or answered outside of the research rooms.
 - (3) Researchers may use still digital or film cameras in the research rooms provided their use does not disturb others.
 - (a) Researchers shall request approval from the archivist on duty before the equipment is allowed into the research room.
 - (b) Equipment is subject to inspection by staff prior to admittance.
 - (c) Flash photography is not allowed in any research room. Violators will be asked to put their cameras away.
 - (d) Researchers shall place a "New Mexico State Records Center and Archives" template on each page scanned or photographed. Staff will supply the template. Template shall be returned to staff once work is completed.
 - (e) Researchers shall follow the copyright law of the United States (Title 17, United States Code). If publishing, researchers shall comply with the commercial use fees pursuant 1.13.2.15 NMAC.
 - (4) Notes, references, list of documents to be consulted, such as one spiral notebook or binder, may be admitted if they are essential to a researchers work but are subject to inspection upon entering or leaving the research rooms.
 - (5) Researchers may use approved optical scanners in the research rooms provided their use does not disturb others.
 - (a) Researchers shall request approval from the archivist on duty before the equipment is allowed into the research room.
 - (b) Equipment is subject to inspection by staff prior to admittance.
 - (c) Prior to scanning, researchers shall present the material to be scanned to the archivist on duty for approval.

The archivist shall refuse a request if he or she determines that scanning would damage the materials.
 - (d) If approved for scanning, researchers shall follow scanning guidelines to be provided by the archivist on duty.

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- F. No eating, drinking, or smoking is permitted in the research rooms.
 - G. Loud talking or other activities likely to disturb other researchers are prohibited.
 - H. Children under the age of 16 years shall not be admitted in the research rooms unless they are accompanied by an adult. The archivist on duty may waive this requirement on a case-by-case basis.
 - I. Researchers refusing to comply with NMSRCA research room guidelines or whose actions present a danger to the documents or annoyance to other researchers shall be denied access to archival collections and shall be asked to leave by the director of the State Archives of New Mexico.
 - J. Masks are not required while in the research rooms but are available upon request.

GUIDELINES | USE OF NMSRCA DOCUMENTS

- A. Researchers shall complete a record request form (SRC Form 11) when requesting documents.
 - (1) The name of the collection, series, box, and folder number shall be noted. on the record request form.
 - (2) The researcher shall submit the form via email to archives@srca.nm.gov.
- B. Researchers shall use documents in the research room. Documents shall not be removed from the research room.
- C. Original documents shall not normally be made available when microfilm or digital copies are available.
- D. Archivists may limit the quantity of materials delivered to a researcher at one time.
 - (1) Only one folder, box, or container of documents may be made available to a researcher at one time.
 - (2) A researcher may exchange one container (box) for another by informing an archivist.
- E. The researcher is responsible for all documents delivered until they are returned.
 - (1) Before leaving the research room, even for a short time, the researcher shall notify the person at the front desk or an archivist and place all documents in their proper container.
 - (2) When the researcher is finished using the documents, they shall be returned to the archivist.
 - (3) Researchers shall return all documents to the archivist before the reference shift ends. No exceptions shall be made.
- F. Researchers shall keep unbound documents in the order in which they are delivered.
 - (1) Documents that appear to be in disorder shall not be rearranged by the researcher, but shall be referred to an archivist.
 - (2) Researchers shall not remove documents from more than one folder at a time.
- G. Researchers shall not write on, lean on, fold, trace, erase, staple, or handle documents in any way likely to damage them.
- H. Patrons must wear disposable nitrile gloves while handling NMSRCA documents. Gloves shall be provided by NMSRCA.
- I. Use of microfilm readers at the NMSRCA is on a first-come, first-serve basis. When other researchers are waiting to use a microfilm reader, a 3-hour limit may be placed on using a reader. During periods of heavy use, researchers may sign a waiting list for the use of a microfilm reader. The amount of time for use of the reader can also be decreased by staff as needed.
- J. Microfilm is available on a self-service basis.
 - (1) Archivists may assist researchers in identifying rolls of film.
 - (2) After using each roll, the researcher shall rewind the film and place the roll in the re-file basket.
 - (3) Researchers shall bring to the attention of an archivist microfilm placed in the wrong box or file cabinet.
 - (4) Researchers shall bring to the attention of an archivist microfilm that is backwards on the reel.

K. Reference books may be taken off the shelf as needed during the research appointment.

(1) Books shall not be re-shelved by researchers.

(2) Books shall only be used in the research room and are not available for check out.

L. Fragile, oversized, and certain rare books shall not be photocopied, but may be photographed.

USER SIGN OFF:	
SIGNATURE OF USER:	By signing this form, you certify that the above information is true, correct, and complete to the best of your knowledge. You also acknowledge that you have read the guidelines for use of the research room and NMSRCA documents. You hereby agree to abide by those guidelines.
SIGNATURE OF PARENT/GUARDIAN:	
DATE:	