

This rule was filed as Rule No. 18.

TITLE 4 CULTURAL RESOURCES
CHAPTER 51 MUSEUM OF NEW MEXICO
PART 18 POLICY ON LIBRARY COLLECTIONS

4.51.18.1 ISSUING AGENCY: Office of Cultural Affairs, Museum Division (Museum of New Mexico).

4.51.18.2 SCOPE: [RESERVED]
[Recompiled 10/31/01]

4.51.18.3 STATUTORY AUTHORITY: [RESERVED]
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4.51.18.4 DURATION: [Permanent]
[Recompiled 10/31/01]

4.51.18.5 EFFECTIVE DATE: [Filed October 20, 1982]
[Recompiled 10/31/01]

4.51.18.6 OBJECTIVE: [RESERVED]
[Recompiled 10/31/01]

4.51.18.7 DEFINITIONS: [RESERVED]
[Recompiled 10/31/01]

4.51.18.8 POLICY ON LIBRARY COLLECTIONS:

A. The museum of New Mexico shall provide separate library facilities for each of the collecting bureaus.

- (1) The libraries will acquire materials that:
 - (a) provide background information about the collections for the general public;
 - (b) assist the staff in documenting, interpreting and caring for the collections;
 - (c) facilitate the administration and operation of the museum; and
 - (d) enhance research capabilities.
- (2) Museum libraries will avoid unnecessary duplication of holdings.

B. Museum staff and the public shall have access to library materials on library premises. Other access to materials may include: borrowing, although such privileges may not necessarily extend to all items or to all library users; interlibrary loans, provided library users will not thereby suffer serious inconvenience; and copying, which will be permitted in accordance with current copyright laws and as the condition of items permit.

C. Gifts will normally be accepted only on an unrestricted basis. Exceptions must be approved in advance by the responsible associate director or bureau chief. When a donation is made, the librarian should execute a timely acknowledgement and record the gift in accordance with established museum procedures.

D. Routine acquisition and discard decisions are the responsibility of the individual library staffs. Only those items that are related to the purposes and collections of the museum of New Mexico need be retained. Libraries shall discard inappropriate materials according to the highest standards of museum library ethics and the laws of New Mexico.

E. Museum libraries should strive to protect and preserve materials in their collections as well as all library and related museum records. Each library shall develop a plan for routine care and repair of materials, the establishment of proper storage and environmental conditions, security, and disaster prevention and action.

[Recompiled 10/31/01]

HISTORY OF 4.51.18 NMAC:

Pre-NMAC History: The material in this Part was derived from that previously filed with the State Records Center and Archives under:

Rule No. 18, Policy on Library Collections, 10/20/82.

History of Repealed Material: [RESERVED]