

Reading Room Guidelines

1. Please sign in at the front desk when arriving and sign out when leaving.
2. All Archives & Special Collections (ASC) materials are non-circulating. The research room is reserved for the use of ASC materials only.
3. Request access to ASC materials by speaking to the staff at the reference desk. An NMSU identification card or a valid state issued I.D. is required for registration. You may request materials in advance by emailing archives@nmsu.edu or completing the online form, Request for Research Materials.
4. Kindly keep your phone in silent mode while in the research room. If you must take a call, please step outside the research room.
5. Storage cubbies are provided for backpacks, handbags, and other large cases. You may use a laptop, tablet, or other electronic device to take notes.
6. Food and drink must be stored in the cubbies or outside the research room. Please make sure that your hands are clean before using materials. Staff can direct you to the nearest restroom.
7. When reviewing ASC materials, use one box at a time and one folder at a time. Replace the folder you remove with a laminated placeholder.
8. Please keep the folder contents in the order you found them.
9. You may be asked to use gloves for some materials, such as photographic prints and negatives.
10. Please do not use pens or markers when working with collections. Pencils and notepaper are available at the reference desk.
11. Requests for materials cannot be accepted within 15 minutes of closing.
12. Please complete a duplication slip to request copies and place it in the folder directly in front of the page(s) to be copied. Payment is required before copies are made. Accepted forms of payment are credit card, check, or cash. Some materials may not be duplicated due to copyright or condition. A Permission to Use form will be provided for requests to publish, broadcast, or exhibit reproductions from the collection.
13. Cell phones, tablets, and cameras may be used, without flash, to make reference copies of materials at no cost. There is a self-service scanner located in the reading room that can be used free of charge. Please handle documents with care and ask for help scanning anything questionable.

14. There may be additional guidelines or procedures for using certain materials or collections. Please follow the instructions of the archives staff.

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment and viewing these collections is liable for any infringement.