



Indian Pueblo Cultural Center, Inc. (IPCC)
Library & Archives
2401 12th St. NW / Albuquerque, NM 87104
(505) 314-8207

All archive research and access requires two week notice.

ARCHIVAL RESEARCH APPLICATION

The Library reserves the right to restrict access to archive materials based on the condition of the material and request of donors, Pueblo communities, elders, and leader

Archival Research Rules and Regulations

- 1) Please call prior to your appointment to allow adequate time for materials to be retrieved and examined.
- 2) All Archive materials must be view in the Reading Room and prohibited in the Group Study Room.
- 3) Researchers must comply with all Library Policies. Food, drinks, and use of cells phones are prohibited in the library.
- 4) You may bring a pencil, notebook, and/or laptop. All personal belongings, such as coats, purses, backpack, fanny packs, and briefcases are to be placed in lockers by the entrance of the library. Locks are available at the reference desk.
- 5) Gloves are required to be worn in the handling of archival materials, such as photographs, photo negatives, slides, illustrations, rare books, and fragile materials.
- 6) Researchers are allowed 2 boxes and are permitted to use one box and one folder at a time. Please keep the documents in the order in which you access them.
- 7) Special Access/Rare books must be returned to the reference desk. **DO NOT place them on the re-shelf cart.**
- 8) Duplication of archival materials by use of cell phones is not permitted. All archival materials require special permission and are evaluated by a case-by-case basis. Please see Reference Desk.

Name: _____

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Phone: _____ Email: _____

Institutional/Organization Affiliation:

Anticipated Date/Time

Please provide a description of your research project/topic.

I have read and abide to the Archival Research Rules and Regulations. I understand the Library has the right to restrict and refuse duplication based on rights, condition of material, restrictions advised by donors and Pueblo communities.

Signature: _____

Date: _____