

Procedures for Using New Mexico Health Historical Collection Materials

New Mexico Health Historical Collection Room (Room 223)

- No food, drink, or tobacco are allowed.
- Personal items brought into the room must be stored on the bookcart. No bags, purses, notebooks, binders, notepads, coats, hats, books, or other personal property are allowed at the research table.
- Laptop computers are permitted. Computer carrying-cases must be stored on the bookcart with other personal items.
- Noise that disrupts others is not permitted. Loud talking, cell phones, and personal stereos are prohibited. Pagers must be set on vibrate.

Retrieval of Materials

- All researchers must present valid photo identification and complete registration paperwork before using Health Historical Collection materials.
- Request slips must be completed for each item requested.
- Prior arrangements are required for the use of sound recordings, unprocessed items, materials stored offsite, and other special materials.
- A maximum of 5 books person will be retrieved from offsite storage at one time.
- A maximum of 4 boxes per person will be recalled from offsite storage per day.
- Offsite items will not be retrieved after 3:45 pm on Monday through Friday or on weekends except by prior arrangement.

(Note that most collections with a CN, DC, or PH number are stored offsite.)

Use of Materials

- All New Mexico Health Historical Collection materials (with the exception of microforms) may be used only in the New Mexico Health Historical Collection Room (Room 223) under staff supervision.
- Only pencils and loose sheets of paper or note cards are permitted at the research table.
- PostIt Notes™, paperclips, and pens are not allowed at the research table, as they may damage materials.
- Patrons must present all materials to the staff for examination prior to departure.

Replication of Materials

- Researchers may order photocopies of materials using the forms provided. Some materials cannot be copied due to condition or other restrictions. All photocopying is subject to the final approval of the New Mexico Health Historical Collection staff.
- Staff will copy material up to 8.5" x 14". Maps, newspapers, and other materials larger than 11" x 14" can be copied by arrangement with New Mexico Health Historical Collections staff.
- Copies of photographs may be purchased. Please contact the staff for more information.
- Cameras, video equipment, sound recording equipment, etc. may be used in accordance with HSC policy and with special permission by appointment. Hand-held scanners are not provided.

A Note on Working with Historical Materials

Historical materials must be handled with great care. The New Mexico Health Historical Collection staff monitor the use and handling of materials at all times. To preserve and extend the life of our materials, we ask that users:

- Make no marks, erasures, or any other changes to materials.
- Keep all items on the table while being used.
- Place nothing in the lap or propped against the table.
- Use book cradles and book weights if assigned by staff.
- Place nothing on top of materials.
- Do not write on top of, alter, lean on, fold anew, or trace materials.
- Turn pages slowly and carefully, touching only the margins if possible.
- Wear gloves, if provided, when working with photographic materials.
- Remove materials from boxes and open folders to use documents or to insert photoduplication request forms.
- Keep all collections in their existing order and arrangement.
- Maintain the sequence of folders within the box and the sequence of pages within the folders. (Pages will stay in order if turned like the pages of a book.)
- Align folder contents properly as you move through them.
- Do not shake down the contents when all materials have been returned in order to a file folder.
- Notify New Mexico Health Historical Collection staff if you suspect any errors. Do not attempt to address these errors on your own.

Copyright

The researcher assumes full responsibility for conforming to copyright, literary property rights, and libel laws. See the Cornell University copyright site for information:

<http://campusgw.library.cornell.edu/copyright.html>

Credit for Materials

Researchers should provide appropriate credit for all material used in their research, publication, presentation, exhibition, or any other display in any media format. Formats for citations will be provided by the archive staff.