

## Guidelines and Conditions Governing Use of the Chaco Museum Collection Chaco Culture National Historical Park

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### Availability

Researchers are encouraged to complete their preliminary research at archives and libraries with a broader topical focus before requesting access to the holdings of Chaco Culture National Historical Park. The NPS has limited reference staff and research resources that must be made available to researchers whose work focuses on materials available only at Chaco Culture NHP. Access to materials is dependent upon their physical condition and the level of processing-to-date by the NPS. Research can either be done on-site in the research room or off-site through a loan of materials. The NPS makes loan only to institutions, not to individuals.

### Access

- The museum collection is open by appointment only. Hours are 9:00am-4:00pm Monday-Friday, excluding federal holidays, subject to staff availability.
- Researchers should submit a written request to the curatorial office, detailing their research project to the curatorial staff. The Researcher Registration Form can be used for this purpose.
- If access is required for long-term research, a research proposal may be required. The Curator will advise if this is necessary.
- Research requests may be mailed, faxed, or emailed to:

NPS Chaco Museum Collection  
Hibben Center, Room 307  
450 University Blvd NE  
Albuquerque, NM 87106  
FAX: 505-346-2523 / E-mail: [CHCU\\_Curation@nps.gov](mailto:CHCU_Curation@nps.gov)

- Requests for materials should be submitted with enough lead time to allow for the evaluation of the request and the scheduling of curatorial staff to oversee the research.
- Approval of all requests will be based on availability of curatorial staff to supervise researchers.
- To ensure the conservation and security of this resource, browsing is not permitted.

### Research Room Rules

- The curatorial staff will be responsible for retrieving and re-shelving all research materials.
- Use only pencils to take notes when handling museum collections.
- Cameras (including digital cameras) may be used with permission. Scanners, portable photocopy machines, and cameras may be prohibited to avoid damage to materials and/or copyright infringement.
- No food, beverages, or smoking will be allowed in the research room area.
- Use of portable equipment, including computers, is subject to security procedures. Use of any equipment must not bother other researchers.
- The research room will close if no supervisory staff is available.
- Researchers register annually and must sign in and out each time they enter or leave.
- Researchers may not remove any archival materials from the reading room.
- Copying is available within reasonable limits at 10 cents per page.
- If any discrepancies in data are detected, items have been misidentified, or you can provide additional information, notify the curatorial staff.
- Researchers must submit for inspection all materials carried into and out of the research room.
- The park reserves the right to limit access to fragile or restricted collections.
- Researchers who disregard these rules or endanger the records or the work of others will be denied access.

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**Archival Citations**

- When crediting the park, list "National Park Service, Chaco Culture National Historical Park; collection title, the catalog, box, folder, and image numbers; and credit the creator of the item.

**Sensitive Material and Confidentiality**

- If a request involves the use of objects that may be of religious or ceremonial significance to Native Americans, consultation may be required before approval can be given. The consultation committee for the Chaco Collection may include representatives from the pueblos of Acoma, Cochiti, Hopi, Isleta, Jemez, Laguna, Nambe, Picuris, Pojoaque, Sandia, San Ildefonso, San Juan, Santa Ana, Santa Clara, Santa Domingo, San Felipe, Tesuque, Zia, Zuni, and from the Navajo Nation.
- Some restrictions may apply to objects deemed to be sensitive.
- The researcher agrees to comply with confidentiality of information restrictions contained in the Archaeological Resources Protection Act (43CFR7.18) and NPS Management Policies (2001, Section 5.2.3).

**Handling**

- Researchers must maintain the catalog tags with the objects at all times. Attending staff should be contacted if there is any sign of damage or if items appear to be incorrectly identified or bagged.
- Handle artifacts with care. Always wash hands before handling objects.
- Use gloves provided by curatorial staff.
- Keep handling to a minimum.
- Do not lift or rotate objects by handles, edges, or rims; always support the object fully with both hands.
- When handling archival and manuscript materials, remove one folder from a box at a time, and lay folders flat on the table.
- Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Researchers must maintain the original order of documents within their folders. Attending staff should be contacted if there is any sign of damage or if items appear to be out of order.
- No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage.

**Photography (with permission)**

- Researchers may photograph objects on the premises.
- The researcher must provide his or her own camera and specialized lighting equipment.
- The researcher agrees to provide copy prints or digital files of all images taken to the park and give the park Right to Use permission. These images will be added to the computerized catalog database, and made available to other researchers.

I agree to provide the Chaco Museum Collection with a copy of any published or unpublished article, report, book, and/or other product created by me as a result of my use of the Chaco Collection.

I understand the rules listed above and will abide by them. I assume full responsibility for any damage, accidental or otherwise, which I might inflict upon any museum property.

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Printed Name of Researcher

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Signature of Researcher

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Date