



Museum of New Mexico
Museum of Indian Arts & Culture
Laboratory of Anthropology

PHOTOGRAPHY OF OBJECTS IN COLLECTIONS

The collections of the Museum of New Mexico are held in public trust for the education and enjoyment of present and future generations. Therefore, researchers are encouraged to use these collections and are permitted to photograph artifacts. Specific procedures and conditions for photographing objects, designed to ensure their continued preservation and protect copyright, are as follows:

Conditions

1. There is a fee of \$50/hour for photography for commercial purposes. This is in addition to fees for reproduction/publication (see Photo Fee Schedule).
2. All photographers must bring their own equipment, including lights, backdrops, extension cords, special props, and scales. We encourage the use of strobes and flash equipment in order to minimize the effects of light and heat on artifacts.
3. MIAC/LOA will assume no responsibility for photographic equipment and will not store equipment.
4. Objects selected for photography must be approved by the curatorial staff. Photography of certain objects may be subject to restrictions.
5. Artifacts will be photographed with minimal handling and will not be arranged in any manner that could be detrimental to them.
6. No alterations, repairs, or cleaning of any kind will be attempted.
7. Flood lights, etc. should be turned on only during the initial set-up, reading of light meters, and actual photography so as to avoid prolonged exposure. Use of a flash is preferable.
8. Artifacts may not be taken from the area specified for photography without permission from the curatorial staff.

Procedures

1. Request access to collections from curatorial staff at least 2 weeks in advance of your plans to visit and photograph objects.
2. Complete the **Request for Permission to Photograph Items** form on the back.
3. If the researcher/photographer wishes to select objects from the collection themselves, they must be accompanied at all times by a curatorial staff member. If requested, curatorial staff may make suggestions or select objects for the researcher/photographer.
4. All prospective photographers must read and comply with the procedures and conditions for photography and for handling collections.

STATEMENT OF CONDITIONS FOR PHOTOGRAPHY

Permission to photograph artifacts does not imply permission to publish/reproduce such materials. Requests for permission to publish any material owned or held by the Museum must be submitted in writing and approved by the MIAC/LOA Collections Committee.

If permission to publish/reproduce is granted, researchers and photographers are responsible for payments and compliance with all applicable fees and conditions.

REQUEST FOR PERMISSION TO PHOTOGRAPH COLLECTION ITEMS

Name: _____ Telephone: _____

Address: _____ City: _____ State, Zip: _____

Organization/Institutional Affiliation: _____

Collections items you wish to photograph: _____

Purpose of Photographs:

Research _____ Teaching _____ Publication _____ Other _____

Explain:

If for publication or other commercial purpose, please state:

Title: _____

Publisher/Producer: _____

Publication/Release Date: _____

I have read and will comply with the terms of the procedures and conditions set for the and outlined herein.

Signature _____ Date _____