

## Policy Governing Access to the Collections

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**Purpose:** This policy describes the conditions for access to the Library and Archives (LAA) at the Autry collections for research purposes.

The LAA welcomes visiting researchers across disciplines whose work requires use of our renowned collection of books, archives, and audio-visual material related to Native American cultures and the history of the American West. Through proper storage and monitored use, librarians and archivists preserve these resources and provide access to a diverse research community.

Physical access to the LAA collection is through **appointment only**. Appointments are made based on the relevancy and availability of our holdings to the research topic, the condition of the materials identified, restrictions on access, and staff availability. We cannot guarantee that the requested research date will be accommodated. Appointments must first be requested by submitting a Researcher Application Form.

In accordance with the Autry's institution wide *Management of Native Collections* policy - the LAA work to provide access to collections through proper and ethical stewardship. We provide a wide range of access to promote scholarship as well as take an active role in consulting with different Native nations and indigenous communities on how to best describe and manage holdings that contain culturally sensitive information or restricted tribal knowledge. Therefore, materials identified as culturally sensitive through these efforts will be restricted.

Due to the rare and fragile nature of our collections, all books, manuscripts, archives, and audio-visual collections must be used under the supervision of library staff in the Reading Room, Listening Room, and Media Viewing Room. Materials are brought to the patron; **no collection item circulates or leaves the premises**. Security and preservation standards must be observed at all times. Researchers must comply with the *Rules for Visiting Researchers* or face a loss of access privileges.

Reproduction services are available, but restrictions may apply due to size or fragility of the item, copyright laws, cultural sensitivity, and other conditions. The LAA abides by all existing copyright laws and will not knowingly violate these laws. For information about reproductions, including archival material; audiovisual and sound recordings; photographs; and rare or fragile materials, please see the *LAA Reproductions for Research Use Policy*.

For copies of additional policies mentioned in this document, please contact Library Staff at [room@theautry.org](mailto:room@theautry.org).