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Myaamia Heritage Museum & Archive

202 South Eight Tribes Trail - Miami, Oklahoma 74354

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Archive Guidelines for Visitors

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1. All patrons using the Myaamia Heritage Museum and Archive must present a valid photo ID prior to archive/museum access. Tribal members must present proof of enrollment in the Miami Tribe of Oklahoma to the archivist or be approved by the enrollment clerk should they not have their enrollment card at hand.
2. Materials housed in the Archive are made accessible primarily by computer image (PDF) files stored on the MHMA server. Materials housed in the Archive (including books) do not circulate to patrons and must be used in the viewing/reading area only in the presence of the Archivist. No item in the collection may be taken from the Myaamia Heritage Museum and Archive viewing area without the express written consent of the MHMA Board or the Cultural Preservation Officer.
3. Only two files may be presented for viewing at any time. Upon completion of viewing the archivist will return the files to the archive area and bring two more as requested.
4. When viewing and/or handling archived items patrons may be required to wear appropriate gloves or other protective items as needed.
5. Materials requested by patrons will be retrieved by the Archives staff only and brought to the reading area. Patrons will not be permitted access to the archive area without having first obtained written permission from the MHMA Board or the Cultural Preservation Officer.
6. Smoking, eating and drinking are prohibited in the Myaamia Heritage Museum & Archive and the outside office/viewing/reading area.
7. Patrons will use only pencils and laptop computers for note-taking. Archives staff will provide pencils and paper when needed. Two PC computer workstations are provided in the archive reading area. No personal scanners or cameras are permitted.
8. Photographing of items in the MHMA collection is prohibited as all items and objects have been photographed by the MHMA and those images are available as PDF files. Requests for special permission to photograph items may be submitted in writing to the MHMA Board. Written approval is needed for the archivist to allow photographing of items.
9. Printing of PDF images and photocopying will be done by staff on a limited basis for research purposes. Copies are .25 each for walk-in patrons and .10 each for Tribal members who provide proof of enrollment. All photocopying must abide by the "fair use" provision of U.S. copyright laws. The Archivist reserves the right to prohibit copying of fragile materials or because of legal or contractual reasons. Costs for copies are subject to change without notice.

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10. Additional black and white prints of many photographs may be ordered through the Archive. The Archivist reserves the right to refuse service due to the condition of the item or copyright/legal considerations. Costs for prints are 5" x 7" - \$8.00 each; 8" x 10" - \$10.00 each.
11. Access to collections may be subject to donor restrictions as listed in the Deed of Gift or Loan Agreement pertaining to the collection or item or as may be implemented by the MHMA Board.
12. In addition to serving walk-in patrons, the Archives will be happy to handle reasonable phone or mail requests for information during business hours.
13. To prevent theft or accidental removal of archival materials, all book bags, briefcases and handbags will be stored in the viewing/reading room in a private locker during the researcher's time of visit and are subject to inspection at time of departure. All materials printed will also be inspected at time of departure.
14. A photocopy or digital image does NOT IMPLY permission to publish.
15. No cameras, handheld scanners or camera phones are allowed in the archive.

Patron Acknowledgement

I have read the above listed guidelines and acknowledge and agree by my signature below that I will abide by them during my visit to the Myaamia Heritage Museum and Archive.

Signature_____

Please Print Information Below:

Name_____

Date_____

Address_____

ID Type_____

ID #_____

Daytime Phone_____