

Thomas C. Donnelly Library
Policy Statement
Beisman Collection

Hours of Operation

- Access is by appointment only. When the appointment is made, reference staff should complete the “Beisman Research Request” form which is kept for statistical purposes.
- Reference staff is unable to provide extensive research and will limit their time to 30 minutes. After that, the patron may continue his/her research unassisted, but with a staff member present in the room. He or she may also hire a consultant to continue the research.
 - Gary Beisman is available as a consultant, and may be left alone in the room. He may be reached at 425-7935. This is a business arrangement between the patron and Mr. Beisman. Donnelly Library provides his name for informational purposes only, and this listing does not constitute an endorsement of his services.
 - The local surveyors from Ted Winston’s office may also use the room unattended, as well as remove items, with permission, to copy them.

Registration and Security Regulations

- All materials in the collection are non-circulating and cannot be taken out of the library.
- Researchers and visitors are required to sign the registration book, state the purpose of their visit, and leave a NMHU identification card, driver’s license or other photographic identification while using the research materials.
- Only items necessary for research are allowed in the room. Items include laptop computers, notepads, and pencils, no pens allowed. Personal belongings, such as briefcases, purses, and coats will be stored in lockers.
- Reference staff must approve the use of scanners or cameras.
- No food or drinks are permitted.
- Researchers must identify and acknowledge use of the collections’ materials in their document, publication or reproduction project.
- Gloves will be provided to the patron for the handling of documents.
- Material should be left out for re-filing by library staff.
- Only under extreme circumstance can the Library Director countermand certain regulations within this policy.

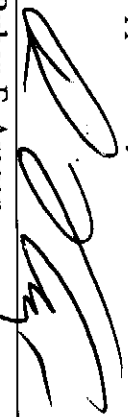
Photocopying

- There are copying restrictions for fragile materials.
- Researchers are to use extreme care when making photocopies.
- Photocopying must be done in accordance with Copyright Law.
- The Reference desk will handle permission and supervision of copying, which should be done on the first floor copier. The photocopier can handle copies up to 11” x 17”. Cost for copying is posted on machines.
- Large items must be sent to the NMHU GAINS (Geospatial Applications in Natural Sciences) Lab, room 170 (basement) of the Lora Shields building. Contact Joe Zebrowski, 426-2077.

- As of May 2013, prices are: up to 18"x 24" - \$15.00. Anything larger, up to 36" x 48", is \$20. A scan of the item is provided if the patron brings a flash drive.
- Scans only are \$5, but patron should provide a flash drive.
 - The library payment form includes the GAINS account number. The patron must go to the business office, and then return to the library with a receipt. Make check payable to: NMHU GAINS Lab
- The copy will be made within a week of the request.
- Only Library Staff may drop-off and pick-up the original item.
- Material from other cultural institutions (not individuals) may be scanned/copied per the above procedures.
- If the GAINS lab is unavailable, the county assessor's office in the San Miguel county courthouse is a back-up. They can be reached at 454-1430 for prices and procedures.
 - Any fees must be paid in advance, and only Library Staff may drop-off and pick-up the original item.

Further information contact: Thomas C. Donnelly Library
Collections Section
New Mexico Highlands University
P.O. Box 9000
Las Vegas, NM 87701
(505) 454-3401
libinfo@nmhu.edu

Approved by:



Ruben F. Aragon
Director, Library Services

Date: 9/5/2013