Thomas C. Donnelly Library  
Policy Statement  
Beisman Collection Room

Hours of Operation
- Access is by appointment only.
- 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.

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.
- Researchers are encouraged to contact the library prior to visit.
- Only items necessary for research are allowed in the room. Items include laptop computers, notepads, and pencils. Personal belongings, such as briefcases, purses, and coats will be stored in lockers.
- Reference staff must approve the use of scanners or cameras.
- Only pencils are permitted in the special collection room. Pens are not allowed.
- 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.
- Only under extreme circumstance can the Library Director countermand certain regulations within this policy.

Photocopying
- 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.
- Researchers are to use extreme care when making photocopies.
  - There are copying restrictions for fragile materials.
- Large items may be sent to NMHU’s Business Copy Center.
  - NMHU pricing is about $4 per square foot for black and white and $5 per square foot for color. Call them at 454-3228 for an exact quote for the print and digital copy, as well as to schedule a time to bring the item to be copied. Patron will pay the copying fee plus the fee for a digital copy for the library.
- The patron must go to the Copy Center and pay the fee in advance (check, cash or credit card), then return to the library with a receipt. Library staff will make a copy of the receipt to take to the copy shop when having the map copied.
- Library staff will make every effort to arrange for the copying to be done on the spot, rather than leave the item at the Copy Center overnight.
- Only Library Staff may drop-off and pick-up the original item.
  - The copy will be made within a week of the request.
  - If the campus Copy Center 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 items which have been pulled by the patron should be transferred to the Head of Cataloging for archival cleaning and cataloging.

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

Approved by:

[Signature]
Rubén F. Aragon
Director, Library Services

Date: August 17, 2010