



## National Anthropological Archives Visitor Policy

The National Anthropological Archives is open Tuesday through Friday, 9:00am-4:30pm, [by appointment only](#). We can only accommodate a limited number of visitors each day and so research appointments should be scheduled at least 3 business days in advance. Please do not make travel arrangements before your appointment is confirmed in writing.

The National Anthropological Archives attempts to adhere to the Protocols for Native American Archival Materials. Many Native American, First Nations, and Indigenous communities are interested in learning about current research concerning their cultures. Researchers are encouraged to consider providing these groups with notification about their research.

While material is in your hands, it is your responsibility. Handle with care. Make sure your hands are clean prior to handling archival material. Avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage. After eating, please wash your hands before handling materials. Do not write on documents or erase material. Notebooks or paper used for taking notes must never be placed on top of archival materials. Review one box at a time and remove only one folder at a time from an archival box. Mark the folder's place with the archival tab provided. If you suspect a mistake in arrangement, call it to the attention of the archivist. Do not rearrange the materials yourself.

**You agree to hold the Smithsonian harmless from any loss or conservation costs it incurs due to your failure to follow these instructions.**

To protect National Anthropological Archives materials the following items **are not** permitted at the tables in the reading room:

- tobacco
- food, beverages, gum
- tripods
- coats and hats
- purses and bags
- stick-on notes
- clipboards
- pens or highlighters
- electronic scanners

Lockers are provided for personal possessions. Please silence your cell phones and step outside the reading room to make a phone call.

Researchers are allowed to take photographs of materials during their visit. Please note that:

- The National Anthropological Archives (NAA) reserves the right to refuse to allow photography of collection material for any reason, including but not limited to

conservation concerns or the presence of copyrighted materials, sensitive content (as defined by [Smithsonian Directive 609B.1](#)), or other restricted materials.

- Please do not use a flash when taking photographs.
- **These photographs are for your personal, reference use only.**

**Researchers assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and in the use made of the copy.**

Prior to publication (including publication online, i.e. website, blog, social media, etc.) you must receive written permission from the National Anthropological Archives and from any copyright or other rights holder in the material.

**You agree to hold the Smithsonian harmless from any claim alleging that your publication violates a person's copyright, privacy or other legally cognizable right.**

Individuals intending to cite materials should credit the NAA as the source. Please use the following format:

- Item description including dates, Series, Box, Folder title, Collection title or Manuscript number, National Anthropological Archives, Smithsonian Institution.

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**Please note:** The archives reports visitors' names and affiliations to our museum. The archives has closed circuit security cameras (CCTV) that will monitor your visit.