

Research Policy

Our primary mission is to provide information that we have in our collections for agents, researchers and the general public. Due to security and staffing considerations, the National Border Patrol Museum & Memorial Library Foundation offers only limited public access. The Collections/Archives Department considers research visit requests individually, **with preference given to agents, government agencies and academic projects** (i.e. scholars and researchers working on advanced degrees or material for publication).

Due to staff workload and availability, we can accommodate only a limited number of researchers at one time. All requests for research visits must be submitted in advance through regular mail, in person, or e-mail. We cannot support same-day requests.

Information Requests (Telephone and Written Requests)

The Research Division can answer brief questions concerning Border Patrol history; however, due to staffing limitations, the staff cannot conduct same day research. E-mail or phone-in requests are accepted but will be answered depending on priority. All requests for information about the museum's history must be written and **would serve better if done in person**. In-depth research requests (that may require more than a day's worth of work) must be done in person. (The museum staff cannot complete such requests.) Researchers will be informed if it would serve them better to complete in person. No copies (including photocopies, pictures, and scans) are allowed unless deemed acceptable by the Collections/Archives Department. Additional access to information about the collections is available through correspondence and over the telephone. Research inquiries of this nature will be handled on a first come-first served basis as staff time permits. Staff is only able to provide research assistance for materials represented in its collection. Requests for general historical research, or for information on agents, operations not represented in the collection, cannot be accommodated.

Research Visits

Research requests and visits must have specific goals and relay to the research request. The Archives staff cannot support generic information requests or visits intended simply to browse our collections. Each research visit is approved based on its own research merit.

Written requests for information or in-person research must be submitted on an appropriate form.

Use of Collections

1. Requests for access to collections objects and documentation, as well as rights and reproduction requests other than media requests, must have all proper paperwork filled out and attached.
2. Research hours are available Tuesday through Friday, 10:00am to 4:00pm and by appointment only. The Museum archives department is closed Saturday thru Monday, and when meetings are being held and on holidays.
3. Due to the advance preparation necessary to provide access to the collections, appointments are required and must be made at least two weeks in advance. Walk-in appointments generally cannot be accommodated.

4. All visitors who want to conduct research here at the museum are required to complete a Research Request Form prior to beginning research.
5. Individuals requesting access to the collection must have a legitimate research purpose for using the collection, demonstrate a willingness to comply with collections procedures and security requirements, and be able to complete their work during regular business hours. The NBPM may deny requests for access to researchers who have previously abused their status.
6. Due to the fragile nature of some of the archives and their unique research value, general browsing of the collections is not permitted.
7. The NBPM does not make loans from its collection for research purposes.
8. Research must be conducted under the direct supervision of collections department staff. Unsupervised use of the collections is not permitted. Prior to working with collection objects, researchers will be made aware of research regulations.
9. All research and must be done in the designated research area. Due to space limitations, the area is limited to one to two people at one time.
10. During a research appointment, collections department staff will not be able to provide access to any objects not requested in advance.
11. Due to space constraints and for security reasons, collections department staff may limit the number of objects used by a researcher at one time.
12. For security purposes, researchers may only bring materials that will be used in their research into the collections work space.
13. For security purposes, there will be a sign-in sheet for all material being used and will be checked on at the end of the research visit to make sure no documents are missing.
14. Ink pens are prohibited. Only pencils may be used in the vicinity of collection objects. Permission to photograph objects must be obtained in advance and all photographs taken by researchers are subject to the museum's Rights and Reproduction Policies. If a researcher is granted permission to photograph, a Rights and Reproduction agreement must be signed prior to photography. Unsupervised use of the collections is not permitted. Researchers may use laptop computers in the reading room; however, the use of optical scanning equipment is not permitted. Reference photos may be taken by permission only. If photo(s) will be used our Preferred Citation for documents is as follows: Title of Document, [item number], Border Patrol Museum Archives
15. Food, drink, and chewing gum are not allowed in the archives' office. Smoking is not allowed anywhere in the museum.
16. Collections documentation is provided without warranties as to its accuracy or completeness, and researchers will assume any and all risk in their use of this information.

Access Restrictions

1. Access to the following collections is restricted:
 - Recent acquisitions will not be made available until they have been completely processed into the collection.
 - Personal folders unless deemed appropriate by Archives/Collections Department.
 - Access to certain objects may be restricted due to their fragility, age, value, importance, or at the request of a donor. Access requests for such objects from

scholarly researchers will be accommodated at the discretion of the Collections Manager, unless the restrictions are donor imposed.

2. The following collections management information is restricted and will only be provided to researchers if approved by the Collections Manager in conjunction with the Board President:

Names of donors, former owners, or lenders who wish to remain anonymous.

- Mailing addresses and telephone numbers of all donors, former owners, and lenders.
- Storage locations of objects.
- Object values, including purchase prices, appraisals, and insurance valuations.
- Conservation reports and treatment records.

Reference photos may be taken by permission only (at the discretion of the Collections Manager). All materials must be retrieved and re-shelved by staff. Collections staff may not be able to provide access to heavy or large objects, or objects stored in remote areas, during a research appointment if use of these objects was not requested in advance. If a researcher has requested a number of different collections objects or files, collections staff may limit the number of objects used at one time.

Rights on Reproducing

See policy on Reproducing. This is for photographs only.

Copies, Photographs, and Digital Images

Photocopies, photographs, and scans are made by Museum staff only if the condition of the material permits, at the collections manager's discretion, and in limited quantities. Photocopies, photographs, and scans are provided for the purchaser's personal research only; permission to publish or reproduce in any form, including digitization, must be applied for separately.

Publication Policy

Written permission must be obtained from the Museum to use reproductions in any publication or product. The Museum will only grant reproduction permission for materials in which it is the copyright holder or for which there are no restrictions in terms of intellectual property rights. When copyright is not held by the Museum, Museum staff will provide as much information as is available to aid the researcher in locating the copyright holder; however, collections staff cannot serve as an intermediary to obtain permission on behalf of the researcher.

Research- Use of the Collections (in person)

The Museum expects that all researchers, both in-house and visiting, who make use of collections, will adhere to any legal or ethical restrictions on research imposed by the Museum and that they will operate in accordance with the generally accepted ethical standards of the field in which they are working.

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