



SANTA FE INDIAN SCHOOL ARCHIVES RESEARCH APPLICATION PROCESS

CORE MISSION OF THE SFIS ARCHIVES:

The Santa Fe Indian School archives exist to protect, organize, conserve, and share material documenting the history of the school and of Native American education. In support of this mission, the SFIS archives are committed to:

- Serving the faculty, students, and communities of SFIS by providing access to historical materials that support the instructional programs and mission of the school.
- Preserving policies, curriculum, and reports created by and pertaining to SFIS.
- Collecting materials that promote a deeper understanding of tribal self-determination in the United States.
- Contextualizing archival materials in order to honor the perspectives and experiences of the SFIS community and to ensure that this knowledge is available for successive generations to discover.
- Collaborating and sharing with individuals, organizations, and institutions who share our commitment to provide fair and accurate information related to Native American history and current Native American issues.

INTENT & PURPOSE OF ARCHIVES RESEARCH AT SFIS:

The Santa Fe Indian School Library and Archives supports and promotes the:

- Importance of consultation with and concurrence of tribal communities in decisions and policies that support the recognition of community based research protocols and mutually beneficial contracts.
- Need to recognize and provide special treatment for culturally sensitive materials.
- Consideration for the role of intellectual and cultural property rights and rethinking the public accessibility and use of some materials.
- Reciprocal education and training of Native peoples as well as the library/archives professions to better understand the needs of our Native communities.
- Establishment of best standards and practices that serve the interest of Pueblo/Native communities based on available resources, support and sustainable funding.

The SFIS archives is committed to ensuring that researchers using the SFIS Archives are forthcoming regarding their research agendas. As the archives is housed in a functioning and busy school library serving an active student body of over 600 students, and as the archives is monitored by those staff, we require a two-step process to determine: 1) whether a visit to the physical space is necessary, and 2) when such a visit can be accommodated. Submitting research applications prior to any research activities is essential, and allowing ample time for review will ensure that access to materials will not delay a researcher's schedule. Responses will be handled ASAP; **please allow 30 days for the entire process.**

We strongly encourage researchers to plan for the time it will take the SFIS Librarian and Archives Advisory committee to review applications and plan for their visits.

***RESEARCH APPLICANTS: PLEASE PRINT AND RETAIN A COPY OF THIS PAGE FOR YOUR PERSONAL REFERENCE.**



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RESEARCH APPLICATION

All researchers must submit a RESEARCH APPLICATION prior to a research interview. The librarian will call or email to set up the research interview, which will determine collection access. Please note that this entire process may take up to 30 days, and take this into account when planning your research.

Name (please print or type) _____

Are you an SFIS alumnus/a or relative of SFIS alumni? _____ yes*
_____ no

***NOTE: Family members of SFIS alumni who are looking for information about relatives, we welcome you to come visit us and explore the materials we have related to the history of the school. Before visiting, please know that we do NOT keep student records (admission, health, transcripts, etc.) at the SFIS archives. If you need help filling out this form, call us at 505-989-6302.**

Affiliated with? (Tribe, Organization, Company, Institution, Agency etc.) _____

Address _____

City _____ State _____ ZIP _____

Preferred Phone _____ Email _____

Describe briefly the purpose of your research:

Describe briefly the type (photos, books, physical items, recordings, etc.) and content (date/era, names of specific places/people/activities, etc.) of items you are looking for:

I will communicate with the Library Media Center Coordinator to discuss the Library Use Policies and agree to abide by the Conditions of Access and Rules for the SFIS Library and Archives as they are shared with me.

Applicant signature _____ DATE _____

INSTRUCTIONS: Submit this form to the Superintendent's office in person or via email at svigil@sfis.k12.nm.us. We will review our collection to verify that the SFIS archives collection contains relevant information and will contact you using the information above. Please allow two weeks for an answer. Thank you, and we look forward to speaking with you.

Approved by Superintendent _____ DATE _____

ADMINISTRATIVE STAFF, DELIVER SIGNED RESEARCH APPLICATION TO LMC COORDINATOR.

RESEARCH APPLICATION NO. (internal use only) _____