

Copying Materials, Ordering Photographs, Scans and Cassettes

The collections, in many cases, are duplicate copies of original materials from other institutions. When possible the original repository will be identified. Photographs from other institutions should be obtained from them. Copying services can be requested and a small charge to cover time or supplies is applied. Fees will need to be paid in advance. The following charges and policies will be assessed:

Photocopies

- 10 cents a copy, 15 cents for oversized 11"x17" copies (copied by staff, return for pick-up).

Photographs and scans of images

- If the image originated from other institutions, it must be ordered from that institution, no scans available.
- If the image is from Preservation Program's collection, the print/negative will be sent to UW Media Services with a two week turn-around. There will be a \$5 pulling charge plus the cost of reproduction from UW Media Services to be paid in advance. (Costs are subject to change without notice).
- There is a \$10 charge for each image scanned to a CD from the Preservation Program collection.

Permission for Publication

A scan or print will be provide for educational use only, i.e. student projects, display or research. Permission is needed for all other projects such as publication, broadcast, products, commercial display, websites, etc. The Tribe's Preservation

Committee will review written requests for those special uses. Requests will be reviewed at the next scheduled Preservation Committee meeting. Once approved, a letter of approval will be signed by the Director of the Preservation Program.

Hours of Operation

The Library is free and operates on a limited schedule; we are open Tuesday mornings, 9am-12pm and Thursday afternoons, 12-4pm. The small size of the room allows only two visitors at a time within the library. Appointments are necessary. Appointments are subject to staff availability and holiday schedules.

Location

The Preservation Program Library & Archives is located in the Philip Starr Building Room 175.

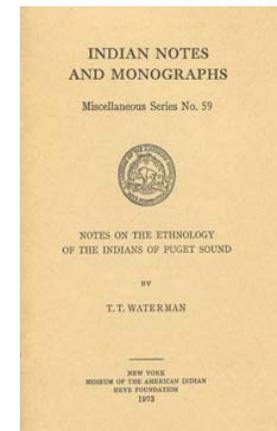
Contact: Donna Hogerhuis, Collections Specialist at 253-876-3273.



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GUIDE TO THE MUCKLESHOOT INDIAN TRIBE'S

PRESERVATION PROGRAM LIBRARY & ARCHIVES



MUCKLESHOOT INDIAN TRIBE'S PRESERVATION PROGRAM

Library and Archival Collections

The Preservation Library is here to serve the research and reference needs of the Tribal Operations staff, enrolled members of the Muckleshoot Tribe, the Muckleshoot Tribal College and research patrons who are authorized by the Director [Collection Policy 3.3.1].

The collections focus on regional topics such as Whulshootseed Language, the Muckleshoot Tribe and other Washington State Tribes, Muckleshoot families, Basketry, Coast Salish Art, Puget Sound History, Maps of the Muckleshoot Reservation and local region, Muckleshoot and Salish photographs, Botany, the Muckleshoot Tribe's Annual Reports, the Muckleshoot Monthly and other newspaper articles, and books and magazines on the professional fields of Archaeology, Anthropology, and Museum Studies.

Using the Collections

The Library and Archives contain rare, valuable or unique items that require special security and handling procedures to assure they will be available to the Tribe for years to come. We ask for your patience and understanding while using the collection.

Access

All patrons excluding Tribal Operations Staff will need to fill out the Researchers Access form and submit to the Collections Manager one week in advance of the

scheduled visit. Tribal Operations Staff are required to sign in at the Library.

Researchers forms are available in the foyer of the Wildlife and Preservation Wing, Philip Starr Building. A copy of Tribal ID is necessary for Tribal members. For all students enrolled in the Tribal school system a letter from the instructor proving their need to access the collections must accompany the Researcher's Access form. Non-Tribal members or consultants must have written permission from the Director of the Preservation Program, attached to the Researcher's Access form.



Availability of Materials

The library and archival materials are non-circulating. The archives are housed in secure, non-browsing stacks and retrieved at the user's request. A small portion of the collections have donor or legal restrictions and may not be available for use.

When You Arrive

Staff will ask you to check your coats, jackets, sweaters, bags and belongings in an

adjacent secure room while in the library. You may bring a pencil, single sheets of paper, and laptop without a case into the library and research notes if necessary and with approval. No food, drink, pens, notebooks, cases, bags or other books are allowed while using the library.

You will be asked for photo identification and confirmation of the information provided on the Researcher's Access form prior to admittance into the Library.

Some materials may be pulled in advance for you and placed on the table. While in the library, the books on the library shelves are freely accessible. You will be asked to write down materials you used on the Access form. Materials no longer needed can be placed on the designated shelf unit for return by staff.

Please feel free to ask questions throughout your visit to help our staff find additional materials on your subject.

When You Leave

Please allow a little time to check-out after your visit. Please do not put away any materials. If you are ready to leave the materials you used will be compared to the Research Access form. If you are not finished with your research, the material can be placed on hold for up to two weeks.



Big John with dip net, (c. 1910).

