

Inquiry and access to documentary holdings request Centro de Documentación Arkheia, MUAC (DiGAV-UNAM)

Access to the fonds must be requested with a letter of request. Inquiries will be held with prior appointment only, and will take place from Tuesdays to Thursdays from 10:00 a.m. to 2:00 p.m. and from 4:00 p.m. to 6:00 p.m.

Requests should be sent three months in advance to locate the materials and determine their state of conservation, and establish a schedule of attention to users, according to the workload of the Centro de Documentación Arkheia, MUAC (DiGAV- UNAM). Requests that do not comply with the above requirements will not be followed up.

The letter of request should be addressed to:

Mtra. Amanda de la Garza
General director
Museo Universitario Arte Contemporáneo (DiGAV-UNAM)

Letter must include the following information:

- Date
- Applicant's full name
- Home institution (if applies)
- Fond that will be researched.
- Research motives.
- Research theme and topics of interest.
- Include a paragraph stating the commitment to use the material for academic and educational purposes only, and the specification that the material may not be reproduced, in whole or in part, unless is authorized by Centro de Documentación Arkheia, MUAC (DiGAV-UNAM).
- The use of cell phone and tablet cameras to register low-resolution images of the materials consulted is permitted, however, sharing these images online is prohibited. Bluetooth and other devices should not be turned on to transfer files to remote devices or platforms. Users who violate this guideline will not be allowed to use cell phones or tablets in subsequent inquiries of the same fonds nor others at the Centro de Documentación Arkheia, MUAC (DiGAV-UNAM).

- When quoting the consulted material, it is users' responsibility to give proper credit to Centro de Documentación Arkheia, MUAC (DiGAV-UNAM), as follows: [Title of the material], Centro de Documentación Arkheia, Museo Universitario Arte Contemporáneo(DiGAV-UNAM).

IMPORTANT: Once the date and time of the appointment has been set, there will be a maximum tolerance of thirty minutes to keep the appointment; except for extraordinary reasons, if notice of such delay or absence is given. The reassignment of appointments will depend on time availability. If the user does not attend on time or gives notice of absence, the appointment will be considered cancelled.