

SOUTH EAST UTAH GROUP

Southeast Utah Group
National Park Service
U.S. Department of the Interior
2282 S. West Resource Boulevard
Moab, Utah 84532-3298



Interim Duplication Services

Cost Recovery

Southeast Utah Group (SEUG) museum and archives program is pleased to make available duplications of select materials from its archives collection in order to further the mission of preserving and interpreting its four parks, Arches NP, Canyonlands NP, Hovenweep NM, and Natural Bridges NM. Reproductions are provided on a cost recovery charge-back basis in accordance with 43 U.S. Code 1460 and National Park Service (NPS) policy. The Code specifies that the cost recovery includes *“a sum equal to the cost of production thereof, plus the cost of administrative services involved in handling the records for such purpose.”* The duplication services fee consists of the time to locate and pull the documents the researcher specified, to scan material, and refile the material. Electronic files and images are also subject to this cost recovery process, due to the time to locate files and cross reference image files with the collection level information. Actual service fees are determined by an hourly cost-recovery formula delineated in the NPS museum handbook. Currently, requests for cost recovery will only be made when duplication services require more than a few hours of work.

Reference and Distance Research

Archives staff cannot perform distance research for the public, however reference services are free. Reference is a conversation that occurs between the patron and the archivist in order to determine the researcher’s information needs and to guide the researcher to the appropriate access tools and relevant information sources. Distance research is defined here as systematically gathering data and information to establish facts and making decisions about what information will be copied and used by the researcher. The researcher must identify what material they would like scanned, copied, and delivered. Note that there will be no charge for on-site staff consultation, research assistance, retrieval of images from storage, or other incidental tasks.

Copyright

Certain materials in the parks' collections may be protected by the U.S. Copyright Law (Title 17, U.S. Code), or restricted by NPS gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." The National Park Service is not legally liable for copyright, privacy, or publicity infringement when materials are wrongfully used after being provided to researchers for "fair use." SEUG reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

The researcher must obtain permission to publish, exhibit, perform, reproduce, prepare derivative works from, sell or otherwise distribute the item from the holder of the original copyright. SEUG possesses physical property rights through ownership of the materials. However, copyright may reside with the individual or corporate body responsible for the materials, or with the estate. Permission to reproduce or publish from these collections must be secured by the researcher from the copyright holders.

All published images must be accompanied by the park's credit line: (Photo: Courtesy of [Name of the Park]/ [Name of Photographer] or [Collection or Catalog Number]) i.e., (Photo: Courtesy of Arches NP/ Lloyd Pierson) or (Photo: Courtesy Canyonlands NP/CANY 486). You may abbreviate the name of the park if the full name and abbreviation are identified elsewhere in your publication. Suggested abbreviations for each park are as follows:

Arches National Park—ARCH, ARCH NP, Arches NP

Canyonlands National Park—CANY, CANY NP, Canyonlands NP

Hovenweep National Monument—HOVE, HOVE NM, Hovenweep NM

Natural Bridges National Monument—NABR, NABR NM, Natural Bridges NM

When citing items from the collection in bibliographies or notes, please use the preferred citation: Southeast Utah Group Archives, NPS.

In the Chicago Manual of Style the footnote or endnote would include all known elements of the manuscript and collection—similar to below:

[Creator Name] [Title or description of document] [Date] [Collection Name Unique Identifier] [Series or box number, folder number, or item number]. Southeast Utah Group Archives, NPS.

Pierson, Lloyd. "The new park studies at Canyonlands National Park, 1959 and 1960, and events leading up to them," 1985. CANY 579, Series 3, Folder 4, Southeast Utah Group Archives, NPS.

Manuscript Material

Scanned pdf copies may be made for researchers, depending on the physical condition of the item(s) and any donor or copyright restrictions. Requests are completed in the order they are received, subject to staffing levels. Photocopies of photographs are not permitted. Due to the fragile and/or unique nature of the materials, all scanning is done by park staff unless explicit permission is given to do so. Copies are made by a standard scanning machine and will accommodate materials up to 11" x 17" only. Copies will be delivered digitally, although there may be exceptions including, but not limited to, scanning orders that are too large to send via email. In such cases a CD fee will be added to the order.

Electronic Files or Images

Electronic files are either born digital records or documents that have been previously scanned. Few paper manuscript records have been digitized at this time, however some documents were scanned for the purpose of increasing access and minimizing contact with frequently requested, fragile documents. An electronic file is a single pdf or zipped folder of pdfs that represent a single file folder in the paper collection or a SEUG born digital collection. Files and images have generally been scanned using 300 dpi high-resolution and saved in the .jpg or pdf format. If you request a file format that is not currently available, we will re-scan the image per request. Copies will be delivered digitally, although there may be exceptions including, but not limited to, scanning orders that are too large to send via email. In such cases a CD fee will be added to the order.

Audio-Visual Reproductions

Some of the electronic media holdings of the park's collection are in obsolete formats. Requests for duplication of electronic media to produce a User Copy may require outsourcing and additional time to process. All costs for reproduction by third-party vendors are assumed by the researcher. A

handling fee based on the hourly fee will be added to the total cost for items produced by a third-party vendor. Duplication masters produced to facilitate a User Copy remain the property of the park. For User Copies produced in-house by park staff, please allow approximately three weeks for orders to be completed.

Payment

If cost recovery is required due to the scope of the request, the archivist will contact the user and request payment. Payment at this time can only be accepted by check in the mail. Other options may develop and the user will be informed of payment options at that time.

Cost Recovery Formula

Hourly salary and benefit costs (30% of salary) of park staff:
x number of hours to do the work

<http://www.nps.gov/museum/publications/MHIII/mh3ch4.pdf> pg.4:22

Fees

\$36 per hour

Shipping fees in the U.S. Mail - \$ **NO COST**

CD or DVD - \$3.00 each (including packaging)

Rates for other uses or services not listed in this schedule will be quoted upon request

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SCANNING ORDER FORM

Name	Date
Address	Telephone
Email	

Park Archives ID Collection or Catalog number	Document or Image Description (series #, box #, folder#, photo ID #)	Material type (paper, pdf, electronic file photograph,)	Special Instructions

*add a second request page if needed

NOTICE: SEE WARNING CONCERNING COPYRIGHT RESTRICTIONS ABOVE

I, the researcher, assume all responsibility for respecting the provisions of the copyright law of the United States (Title 17, USC). I am aware of the regulations regarding the use of archive collections and agree to abide by them. I agree to purchase the photographs listed on this form, including paying for production of any copy negative(s) that may be needed prior to processing the order.

Manuscript Duplication services _____ hours at \$ 36.00 per hour Minimum 1/2 hour	\$
CD or DVD (\$3.00 each)	\$
Shipping (when applicable)	\$
Order total	\$

 SIGNATURE DATE