



# East Broad Top Railroad Archives and Special Collections



## Access and Use Policy

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<b>Date:</b>	03 21 2023
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<b>Releasability:</b>	This policy is approved for public release.  The official document is available on the EBT Foundation website: <a href="https://ebtfoundation.org/archives/">https://ebtfoundation.org/archives/</a> and hardcopy on site.
<b>Authority:</b>	The EBT Foundation, Inc., Bradley Esposito, Archives representative The Friends of the East Broad Top Inc., Andrew Van Scyoc, President
<b>Issued:</b>	03 21 2023

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## PURPOSE

The East Broad Top Railroad Archives and Special Collections (EBTRR ASC) was established to protect, preserve, and provide access to the history, memory, and legacy of the East Broad Top Railroad National Historic Landmark. The EBTRR ASC was established in May 2021 as a conjoined operating unit between the EBT Foundation, Inc., (EBTF), and Friends of the East Broad Top, Inc. (EBT).

The EBTRR ASC Access and Use Policy is established to simultaneously safeguard and allow access to the collections by authorized persons, for authorized purposes. The Access and Use Policy is effective immediately and remains in effect until superseded or canceled. The policy and use criteria and protocols will be regularly reviewed to ensure that the policy represents the current status of the collection and is achieving its intent.

Questions or proposals for policy revision should be submitted to the POC listed above.

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## SCOPE

The EBTRR ASC access and use policy applies to all materials contained within the East Broad Top Railroad Archives and Special Collections. The policy will guide access and use of the collection by staff, researchers, and the public. Initial access goals are (1) to support continued restoration/operation of the East Broad Top Railroad (EBTRR), and (2) to showcase selected collections that are of high interest and can be made available within appropriate guidelines and restrictions.

Inventory of the collections is ongoing within the holdings of both the EBT Foundation, Inc. (EBTF) and the Friends of the East Broad Top, Inc. (FEBT). The bulk of the collection is located on EBTRR property in Rockhill Furnace, PA. A large body of material remains in storage with private individuals pending further collections processing (especially the FEBT holdings).

In practice, the procedures outlined in the policy apply to those materials under the physical control of the EBTRR in Rockhill Furnace (the Orbisonia Station, Roundhouse, and Freight Office) and any collection materials stored at the FEBT properties in Robertsdale (Museum and Stations).

The policy will be updated periodically as needed to reflect changes in the status of the collection and maturity of collections management policies.

## APPROACH

Physical access to the EBTRR ASC collections is highly restricted due to the unprocessed nature of the material. The material spans successive ownership/operational eras and contains business records and other materials with complex copyright, legal, privacy, and other restrictions that must be carefully reviewed. In addition, many materials are in a fragile condition requiring yet-to-be-determined conservation treatments before they can be handled without damaging the material. Primary public access to the collection will be through digitization of high-interest material, made available through the archives website.

This policy outlines initial access to the collections in terms of authorized users and uses, and the materials that will be initially available/restricted.

## AUTHORIZED USERS

The access and use policy establishes three types of users as follows:

1. Staff: Staff includes personnel designated by the EBTF and the FEBT for access to perform authorized functions within the scope of their operational role at the EBTF/FEBT. Staff may include (but is not limited to) board members and personnel responsible for archives management and processing, operations/mechanical, restoration, sales and marketing, interpretation, and museum activities. Staff may include paid personnel, volunteers, interns, contractors, or any others granted access for authorized purposes.
2. Researchers: Researchers include persons who are actively investigating aspects of the EBTRR - including its equipment, shops and operations, and affiliated companies - and the role of the

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railroad in local/regional economies and communities. For the purposes of this policy, researchers are typically associated with publications or academic institutions.

3. Public: Public access within the scope of this policy is considered to include all access by persons other than staff or researchers. Public access includes information available both through various online platforms and hands-on in the physical archive. This policy does not apply to archives information already publicly available through the EBTF and FEFT websites.

## **AUTHORIZED PURPOSES (USES)**

The following uses are permitted for access to the EBTRR ASC archival materials:

1. Operational – Any EBTRR-related operational activity that depends on information found in the archival materials. This includes, but is not limited to, restoration, operation, and maintenance of rolling stock, equipment, structures, and track.
2. Marketing – Any sales and marketing activities that showcase the EBT or FEFT and promote their offerings and historical footprint through various mediums such as radio, television, interviews, advertising, publications, and social media.
3. Fundraising – Any fundraising activities undertaken to advocate for the EBTF, the FEFT, and the EBTRR ASC, and to support their financial stability, including grant content that uses archival materials to demonstrate the worth of the railroad and related collections.
4. Research and Interpretation - Any research, scholarship, or other interpretive and exhibition activities that align with the *EBTRR ASC Mission, Purpose, Vision, Values, and Goals Statement* and that support the educational narrative of the EBT and its communities, further the discovery of new insights, and enhance public knowledge through scholarly publications such as the *Timber Transfer*.
5. Public – Any public outreach, by request, or in various other venues onsite or in the community that highlights the EBT and expands awareness of it as a knowledge center and tourist destination.

Research in support of litigation is prohibited.

Information on use of any materials found on the EBTRR ASC Digital Catalog, such as linking URLs to other websites for educational purposes, can be found in Appendix E: Linking Policy, and in [FAQ](#) on the EBT Foundation archives website.

## **ACCESS TO COLLECTIONS**

To support the purposes described above, access to the collections will prioritize the following:

- Material necessary to support operations of the EBTRR, the EBTF, and the FEFT;
- The material we digitize and make publicly available;
- Research requests for online requests on a limited basis;
- Research requests for physical access on a limited basis ; and
- Organized exhibits.

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**COLLECTIONS REPRESENTATION ERAS**

Initial access to and restrictions on the use of archival materials is based in the three recognized EBT collections representation eras, defined in the EBTRR ASC Scope of Collections:

- 1856-1956 (Common Carrier Era),
- 1956-2020 (Kovalchick Tourist Railroad Era), and
- 2020-future (Foundation Tourist Era).

In general, access is limited to the Common Carrier Era, with access to material from the Kovalchick and Foundation Tourist Eras severely restricted.

ACCESS TO COLLECTIONS: Figure 1. below summarizes guidelines for physical access to the collections. This chart does not apply to digital material placed on the archives website, which is publicly available, subject to copyright and credit restrictions.

**Figure 1. Access to Collections**

EAST BROAD TOP RAILROAD ARCHIVES AND SPECIAL COLLECTIONS						
ACCESS TO COLLECTIONS (PHYSICAL)						
USES USERS	OPERATIONAL	MARKETING	FUNDRAISING	INTERPRETATION	RESEARCH	PUBLIC
<b>COMMON CARRIER ERA (1856-1956)</b>						
STAFF	Eligible	Eligible(r)	Eligible(r)	Eligible(r)	Not Applicable	Not Applicable
RESEARCHERS	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Eligible(r)	Not Applicable
PUBLIC	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Eligible(r)
<b>KOVALCHICK ERA (1956-2020)</b>						
STAFF	Eligible	Eligible(r)	Eligible(r)	Eligible(r)	Not Applicable	Not Applicable
RESEARCHERS	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not eligible	Not eligible
PUBLIC	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not eligible	Not eligible
<b>FOUNDATION ERA (2020-PRESENT)</b>						
STAFF	Eligible	Eligible(r)	Eligible(r)	Eligible(r)	Not Applicable	Not Applicable
RESEARCHERS	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not eligible	Not eligible
PUBLIC	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not eligible	Not eligible

(r) restricted

**RESTRICTIONS – ADMINISTRATIVE, FINANCIAL AND LEGAL:**

The following categories of materials are closed to research and interpretation, and to public access unless made available on the online digital catalog and archives webpage or specifically approved using the process outlined in **Appendix B** “Requesting Access.”

1. Executed contracts currently in force, documents relating to legal proceedings that are not part of the public record, and active deeds and other property documentation (all eras);
2. Administrative and financial documentation regarding operations under the direction of Nick, Joseph, and Judy Kovalchick, and the Kovalchick Family during the Kovalchick Era.

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3. Administrative and financial documentation regarding operations during the Foundation Era, except for tax returns required to be publicly reported.
4. Administrative and financial documentation from any recognized collections representation era that names or describes a living person.
5. Any other archival materials to which access is limited by agreement with the donor.
6. Excluded from these restrictions are administrative and financial results of the EBT in any era that were reported to a governmental agency or financial reporting service, and administrative and financial documents of the EBT in any era that were sold to the public.

#### RESTRICTIONS: COPYRIGHT

It is the intent of the EBTRR ASC to respect copyrights of materials found in its collections, where such copyrights are owned by others. It is also the intent of the EBTRR ASC to assert copyright over materials produced by or for the EBTRR, the EBTF, and the FEBT, to the extent that such copyrights have not expired under current U.S. law, and are consistent with the doctrine of fair use.

**Appendix A** summarizes guidelines for copyright, rights, and reproductions.

OBTAINING AUTHORIZATION FOR USE: The EBTF and the FEBT retain decision authority for access and use of their respective collections within the EBTRR ASC. The day-to-day responsibility for approving access requests is delegated to Archives Custodians.

Initial Archives Custodians designations are as follows:

- Bradley Esposito, EBTF General Manager (for the EBTF collections)
- Scarlett Wirt, FEBT Archives Committee (for the FEBT collections)
- Julie Rockwell, EBTRR ASC Archivist (for both the EBTF and the FEBT collections)

Archives Custodians are responsible for implementing the access and use policy, to include

- Ensuring all access requests and determinations are documented as described in Appendix B;
- Making access decisions in accordance with documented access policy;
- Escalating requests that are outside documented access policy to the respective collections owner for decision;
- Facilitating appeals for denied requests;
- Regular reporting on collections access and use to the EBTF and the FEBT.

Approval for access to selected material shall be granted by designated Archives Custodians upon submission of the prescribed application and consistent with the eligibility and restrictions documented in this policy. If an application for access to a particular collection is denied, the applicant may make a single appeal to the corresponding executive, EBTF General Manager (Bradley Esposito), or the FEBT President (Andy Van Scyoc).

Appendix B provides additional detail on the process for requesting access to the collections.

## Appendix A: Copyright, Rights, and Reproductions

It is the intent of the EBTRR ASC to respect copyrights of materials found in its collections and to credit the originators of the material where appropriate (for example, photographs). It is also the intent of the EBTRR ASC to assert copyright over materials produced by or for the EBT, the EBTF, and the FEBT, to the extent that such copyrights have not expired under current U.S. law, and are consistent with the doctrine of fair use.

Photographs, documents, pages out of bound volumes, loose correspondence, posters, maps, blueprints, drawings, ephemera, etc. that have been given minimal treatment for accessioning and cataloging for the purposes of digitization, will be reviewed for copyright status prior to reproduction or online public access, such as in a digital collections exhibit or selected social media. Such assignment of copyright shall have regard to whether such materials were produced by or for the EBT, the EBTF, and the FEBT, and to whether such copyrights have not expired under current U.S. law. The following categories are relevant:

- Photos in the public domain (anything created in 1923 or earlier). These will be identified as "EBT Archive collection" but the EBTF and FEBT will not claim the copyright. Such reproduction may also require the payment of a service fee. Examples of the attribution line follow:  
The EBT Foundation, Inc. Collection. All rights reserved.  
The Friends of the East Broad Top, Inc. Collection. All rights reserved.
- Photos where the EBTF or FEBT is known to be the copyright owner. The most common examples would be cases where the previous copyright owner assigned ownership by deed of gift, or where the materials (images, maps, drawings, publications, records, documents, and other materials) were originally produced for the EBT, EBTF, or FEBT.

All materials under copyright by the EBT, EBTF, or FEBT, on which copyrights have not expired under current U.S. law, can be reproduced for operational, marketing, and fundraising purposes by internal staff. All such materials where copyright is owned by the EBT, EBTF, or FEBT and on which copyrights have not expired under current U.S. law, can be reproduced for research, interpretation, and public display, only with the permission of the Archivist, and with the inclusion of the appropriate copyright notice. Such reproduction may also require the payment of royalties or service fees.

Attributions shall be in these forms:

© Copyright 2020. EBT Foundation, Inc. All Rights Reserved.

© Copyright 1983. The Friends of the East Broad Top, Inc. All Rights Reserved.

(Note that the applicable date will be shown; the examples are only to show style.)

- Materials held by the Archive which were given with the understanding that they would be used in a more or less broad fashion, but where copyright was not transferred, may be reproduced with the permission of the Archivist. Such reproduction may also require the payment of a service fee. These would have an attribution such as:

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Frank Ulman photo in EBTRR Archives and Special Collections.

- A final, large category includes materials where we have no way of ascertaining current ownership, but where there is no evidence to support a claim of copyright by the EBTF or FEBT. These would be attributed to

EBTRR Archives and Special Collections.

If a person then subsequently approaches us and credibly claims ownership, we will publish a correction and update our collections database. Reproduction of such material may also require the payment of a service fee.

- Photographs and graphics for which copyright is held by the EBTF or FEBT, or images from the EBTRR Archives and Special Collections online catalog, which are reproduced for online purposes and platforms must be in JPEG or HEIC format and watermarked. Having the copyright information listed in the photographic technical metadata is recommended:
  - a. Bottom-right, white or black text color, Calibri font, 11-point (subject to changes from the authorized user for the purposes of ensuring watermark notation is legible, e.g., black on white content in the photograph, and large enough to be seen.).
  - b. Form of attribution for which copyright is held by the EBTF or FEBT:
    1. EBT Foundation Inc. or The Friends of the East Broad Top, Inc.
    2. <Owner's name> Photograph Collection
  - c. If images are requested for use from the online digital catalog, the archives staff can procure a copy with the catalog number watermark already embedded.
  - d. If images are located from the Archives and Special Collections, but are not yet cataloged, or have been requested to be scanned, the form of attribution may be directed to the EBTF or FEBT.

The Digital Use and Fee Structure is outlined in Appendix D.



## Appendix B: Requesting Access/Research

Any person who wishes to access the EBTRR ASC collection for any purpose must follow a standard registration process for gaining access. The steps include requesting access, scheduling an appointment, and agreeing to the EBTRR ASC access conditions. This access request applies to all access of all material that is not available through the EBTRR ASC website.

### Request Access

The first step in gaining access to the archival material (whether on site or digital) is to request access. Access requests may be taken by any EBTRR ASC staff member, but all requests will be referred to the Archives Custodian for action. All access requests must be documented, including the requestor's name, title, and institutional affiliation (if applicable), a brief description of the material the person would like to examine, and purpose. Access requests may be submitted via email to [archivist@eastbroadtop.com](mailto:archivist@eastbroadtop.com). On-site railroad personnel who require access for operational purposes may make their request directly to the Archives Custodian.

Requests for access to restricted materials require approval from the EBTRR General Manager.

### Schedule an Appointment (on-site access)

An appointment is always required for archives access by researchers and private individuals. The railroad does not allow 'drop-in' archives access.

The requestor should have a specific date and time in mind when making a request for archives access. The Archives Custodian will contact the requestor to schedule an appointment and arrange a meeting time and place.

On-site railroad personnel requesting access for operational purposes may make their request directly to the Archives Custodian without an appointment.

### Agree to Access Conditions

Any person who accesses the collection must abide by all the rules and conditions set forth in the 'EBTRR ASC Access Agreement' at the end of this Appendix. This requirement includes on-site railroad personnel. All individuals accessing the museum collection must sign in on the Collection Access Log. *There will be no exceptions.*

### Research Requests

**Requests for research in the collection will be addressed on a limited basis based on available staff time. Research requests must be made using the same process as requests for on-site visits. Only digital copies of information will be provided. Additional information on the fees and processes associated with research are contained in Appendix D.**

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## Access Agreement

This document outlines conditions for access and handling of the East Broad Top Railroad Archives and Special Collections. Please read this document carefully and sign and date at the bottom. Failure to do so, or to abide by the rules, will result in revocation of access privileges.

1. EBTRR ASC Operating Hours: The archives does not have regular operational hours and is not generally accessible during the railroad's operating hours. Access to the collection is permitted by appointment only as pre-arranged with the Archivist.
2. Scheduling: Make requests in advance. If, at the end of the workday, you have not finished, and wish to return to the archives another day, please advise the Archivist of your request at that time. Be prepared to state when you would like to return and what material you would like to review.
3. Third-Party Verification: The railroad retains the right to verify the identity and credentials of persons accessing the archives.
4. Collections Access Log: All individuals accessing the museum collection must sign in on the Collection Access Log. *There will be no exceptions.*
5. Escorts: Guests must be escorted at all times when inside the Station and/or other archives storage areas. Guests may be left alone with archival materials in a designated workspace at the Archives Custodian's discretion.
6. Archival Storage Access: Only Archives Custodians and railroad personnel authorized by the EBTRR General Manager may access archival storage areas, including the vaults and filing cabinets in the Station. Vault access may be authorized for purposes other than archives; railroad personnel requiring vault access for archival purposes must follow established access procedures.
7. Handling Archival Materials:
  - a. Wash hands prior to handling archival materials; gloves are not required unless specifically directed by the Archives Custodian.
  - b. Handle all objects with equal care. This includes archival materials and associated records as well as physical objects in the collection.
  - c. When examining an object, lift it from the base and/or sides. Support objects fully with both hands. Request help from the Archives Custodian.
8. Moving Archives Materials:
  - a. Do not move material from one area to another within the archives storage areas. No one but the Archives Custodian is to move material from one area to another.

- b. Do not remove material from the archives storage area. Railroad staff must contact the Archives Custodian to arrange support for any necessary use of archival materials outside the archives area.
9. Food and Drink: Food and drink are strictly prohibited in the archives storage areas and in the archives workspace. This includes the vaults, engineer's office, and boardroom.
10. Pencils: Pencils are the only writing utensils permitted around the museum collection. This will avoid inadvertent permanent marking on archival records.
11. Accidents: Notify the Archives Custodian immediately if archival material is damaged.
12. Destructive Use: Destructive use of collection objects may occur, but only as specified in an approved research request. For example, scientific analysis of core samples might result in the loss of a small amount of material from the sample. Any access that results in destructive use must be pre-approved not only by the Archives Custodian, but also the EBTRR General Manager or FEBT President (for their respective collections). All destructive use must be fully documented by the Archivist in the accession and catalog files prior to access.
13. Publication: All published information about or from the collection must contain a citation containing "East Broad Top Railroad Archives and Special Collections" as well as the accession and catalog numbers for the material.

Sample Citations for the three most-used citation and style formats are provided below. A helpful citation resource to ensure accuracy is the Purdue University Online Writing Lab, [Purdue OWL](#), and [Purdue OWL Archival Research](#). The EBTRR ASC does not establish a preferred citation style, however, archival staff may be contacted for questions regarding citations of collection materials. Contact your publisher for appropriate guidelines.

#### **Chicago Manual of Style 17<sup>th</sup> Edition**

##### Footnote or Endnote (N):

"East Broad Top Railroad and Coal Company Telegraph Train Orders and Train Clearance Cards, 1935-1940" (EBTF-21-001, East Broad Top Railroad Archives and Special Collections), Box 1, Folder 1.

##### Corresponding Bibliographic Entry (B):

"East Broad Top Railroad and Coal Company Telegraph Train Orders and Train Clearance Cards, 1935-1940." EBTF-21-001, East Broad Top Railroad Archives and Special Collections, 2021.

#### **Modern Language Association (MLA) Handbook, 9<sup>th</sup> Edition; MLA Style Manual and Guide to Scholarly Publishing, 3<sup>rd</sup> Edition**

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Train Orders, 1935-1936. Box 1, Folder 1. EBTF-21-001 East Broad Top Railroad and Coal Company  
Telegraph Train Orders and Train Clearance Cards. East Broad Top Railroad Archives and Special  
Collections, EBT Foundation, Inc., Rockhill Furnace, Pennsylvania. XX XXX 20\_\_.\*

\*Date accessed, i.e., 31 January 2022

**American Psychological Association (APA), 7<sup>th</sup> Edition**

Train Orders, 1935-1936. East Broad Top Railroad and Coal Company Telegraph Train Orders and  
Train Clearance Cards (EBTF-2021-001, Box 1, Folder 1). East Broad Top Railroad Archives and  
Special Collections, Rockhill Furnace, Pennsylvania.

14. Photography: Photography of archives objects is permissible with an approved research request. The EBTRR General Manager must authorize photography for commercial purposes.
15. Archives Records: Unrestricted access to archives records (i.e. accession and catalog records, and digital records in Past Perfect) is not generally permitted. However, the Archivist, in consultation with the Collections Advisory Committee, will establish public access conditions for all material in the collection. This process will support the EBTRR ASC public access goals, while at the same time ensuring the integrity of archival records and protecting restricted materials.
16. Re-Identification: Objects in the collection are not to be re-identified in the archive records without the permission of the Archivist. If railroad staff or archives visitors identify and can adequately document a proposed correction, the Archivist may change the item's identification and/or underlying details. The decision to re-identify material in the collection lies solely with the Archivist, who will consult with the Collections Advisory Committee as appropriate.
17. Loans: Access to the archives does not permit the removal of material. Individuals wishing to borrow items from the collection must complete a formal loan request, describing authorized purposes for loans, as well as conditions for handling and care, packing and shipping, access, and extension and recall.

I understand and agree to abide by these rules for accessing the EBTRR ASC collection.

Name \_\_\_\_\_ Date \_\_\_\_\_

Associated Institution \_\_\_\_\_

Position/Title \_\_\_\_\_

# East Broad Top Railroad Archives and Special Collections

## Access Request Form

### REQUESTOR INFORMATION

Name:

Address:

Contact Information:

Material Requested:

Use/Purpose:

Operational

Research

Public Access

Marketing

Fundraising

Interpretation

=====

### STAFF USE

Request Accepted By (Name/Date):

Request Approved By (Name/Date):

Access Provided By (Name/Date):

Description of material provided: (description , accession/catalog number if available)

Fee charged:

## Appendix C: Handling Procedures

A Collections Access and Use log sheet, located in each archival collection area, will document each authorized use (Figure 1). The log sheets will be reviewed by the Archives Custodians on a weekly basis. A digital record of the log sheets will be created monthly.

The following guidelines adhere to the physical use of the collection materials:

1. No materials are allowed to leave the premises of the EBT Orbisonia Passenger Station if materials are located there. Materials must be used in an appropriate area for careful handling, such as the office boardroom on the second floor or in another appropriate and designated office area.
2. If materials are in another onsite area, such as the Freight Office, request support for creating an appropriate space for use in the Freight Office (such as setting up a table and chairs) or arrange to have the materials safely protected and transported to the Station.
3. Materials should be placed in an appropriate space with enough room for controlled use or managed in such a way that they are always protected from harm (e.g., falling on the floor, misplaced, etc.).
4. Please wash your hands before handling documents. Gloves are not required unless the archivist sees the need for them. If so, nitrile gloves are recommended.
5. No food or drink or writing materials other than pencils shall be used while handling materials. Laptops are permitted provided they are being used for taking research notes and no other purposes regarding the materials.
6. Images may be taken to document the materials for continued research offsite. However, the images are forbidden to be shared on social media or with other parties; they are for personal, educational fair use only.
7. Ask for assistance with fragile materials or materials that are in protective sleeving and need to be removed for research or reproduction purposes.
8. Do not re-arrange or interfere with the materials in any way that would disrupt the original order of the archival materials and documents.
9. If unsure how to handle the materials, please ask for assistance.
10. Once finished with materials, Researchers will return materials to the Archivist. Staff will return materials to the appropriate collections space where found and complete the log sheet as instructed.

## Appendix D: Digital Use and Fee Structure (March 2023)

The following usage guidelines and fee structure are established for the EBTRR ASC.

### Online Access

- The catalog of all processed Archive holdings can be searched online at <https://ebtarchives.catalogaccess.com/>
- Online access is free.
- Not all processed holdings will be illustrated online in digital form.
- Material illustrated online is watermarked and may be of lower resolution.

### Image orders

- Only digital files of materials are available; we are unable to supply printed copies.
- Digital copies of images may be ordered, for a fee.
- Digital files purchased will not have a watermark on each image.
- The Archive reserves the right to refuse to copy or permit publication of materials at their discretion.

### Publication rights

- Materials are supplied for personal research, reference, and presentation use. An additional fee applies for publication as defined below.
- All material published in any form (to include internet or other digital media) requires advance approval, and the publisher is responsible for adhering to copyright restrictions and credit as specified in the catalog entry.
- A complimentary copy of the completed work in which our images appear may be requested for deposit in the Archive.
- Users may link to *catalog entry pages* from personal websites without prior permission or additional fees. Direct linking to *images* is considered publication and requires advance permission and payment of publication fees as defined below.
- Publication - Definitions
  - Editorial use: books, journals, magazines, and newspapers, including both print and electronic.
  - Advertising use: newsletters, brochures, flyers, catalogs, including both print and electronic.
  - Media use: video, film, TV, website.

### Fee Structure

The baseline image order and research fees apply to all orders, including for personal use. Additional fees apply for editorial, advertising, and media use.

There is no charge for official use by the EBTF and FEBT, including use in FEBT publications.

FEBT members receive a 15% discount off baseline image orders and research fees for personal use.

<b>Baseline Image Orders</b>	<b>All</b>	
Maps, plans, drawings, and photographs	\$5.00 (smaller than 36"x24") Larger graphics quoted on request	
Correspondence, documents, bound volumes	\$0.20 per page, minimum order \$5.00	
Research for items not digitized or physically processed	\$40.00 per hour, staff time permitting, with approved research request.	
<b>Additional fee for editorial use (per image)</b>		
<i>No. of copies published or distributed</i>	<i>For-profit</i>	<i>Non-profit</i>
Less than 2,000	\$15	\$10
2,000 to 9,999	\$25	\$20
10,000 to 49,999	\$50	\$25
50,000 and greater	\$75	\$30
<b>Additional fee for advertising use (per image)</b>		
<i>No. of copies published or distributed</i>	<i>For-profit</i>	<i>Non-profit</i>
Up to 49,999	\$50	\$15
50,000 and greater	\$100	\$30
<b>Additional fee for media use (per image)</b>		
<i>Audience size (number of viewers or impressions)</i>	<i>For-profit</i>	<i>Non-profit</i>
Up to 49,999	\$50	\$15
50,000 and greater	\$100	\$30



## Appendix E: Linking Policy

The World Wide Web continually offers the ability for cultural heritage institutions and personal and professional web users to share information or data, often called “Linked Data,” freely and with no limitations or restrictions. Linked Data broadens the informational scope for shared knowledge and increases interoperability among various online resources. In many cases, there may be rules for linking archives material to external websites. Rules may vary from institution to institution and the EBTRR ASC is no different.

Users may link the [EBTRR ASC Digital Catalog \*entry pages\*](#) to personal websites without prior permission or additional fees. By contrast, direct linking to *images* is considered publication and requires advance permission and payment of publication fees as defined in Appendix D: Digital Use and Fee Structure found in the Access and Use Policy and online at the [EBT Foundation archives FAQ webpage](#).

Advance permission to link to archives catalog pages is not necessary. Users are granted a limited, revocable, and nonexclusive right to create a hyperlink to catalog pages so long as you abide by this Linking Policy. Be aware that the EBTRR ASC Digital Catalog subpages may change or be deleted at any time without notice. Entities and individuals linking to the EBTRR ASC Digital Catalog are encouraged to verify link accuracy periodically.

Entities and individuals linking to the EBTRR ASC Digital Catalog shall not capture catalog entry pages (an example catalog entry page appears [here](#)), within frames, link directly to images, present EBTRR ASC Digital Catalog content as its own, or otherwise misrepresent the EBTRR ASC Digital Catalog content. Entities and individuals shall not misinform Users about the origin or ownership of the EBTRR ASC Digital Catalog content, or in any way attempt to modify the content and present it as the content of the EBTRR ASC Digital Catalog. Some information on the EBTRR ASC Digital Catalog may be protected by trademark and copyright laws and otherwise protected as intellectual property. Protected intellectual property must be used in accordance with state and federal laws and must reflect the proper ownership of the intellectual property as described in the catalog record. Any link to the EBTRR ASC Digital Catalog should be a full forward link that passes the client browser to the EBTRR ASC Digital Catalog without barriers. The "back" button should return the visitor to the original site if the visitor wishes to back out.

## DOCUMENT HISTORY

Date	Approved by	Description
21 DEC 2021	EBTRR ASC Task Force	Initial document issuance
03 FEB 2022	EBTF Advisory Committee Chair	Policy review, Exec Summary review and approval
17 FEB 2022	FEBT BOD	Policy review, approval, adoption
30 APR 2022	EBTRR ASC Workerbees	Update to <a href="mailto:archive@febt.org">archive@febt.org</a>
10 MAY 2022	EBTRR ASC Workerbees	Revise Appendix A copyright information for use of materials. Remove <a href="mailto:archive@febt.org">archive@febt.org</a>
01 OCT 2022	EBTRR ASC Workerbees	Document updated coincident with EBTRR ASC website launch; added fee schedules, clarified research request process and removed 'interim' from document. Removed <a href="mailto:archive@febt.org">archive@febt.org</a>
21 MARCH 2023	EBTRR ASC Workerbees	Added revised March 2023 digital use and fee schedule; added Linking Policy as Appendix E. and noted its reference on pg. 4 in Authorized Purposes.