



North Slope Borough
 Department of Iñupiat History, Language & Culture (IHLC)



IHLC Resource Request Form

Date _____

Request Number _____

Requester is: Resident Researcher Corporate
 Government Other _____

Requester's Name _____

Requester's Affiliation
(e.g. school or instructor) _____

Address _____

Address _____

Telephone _____

Telephone _____

Fax Number _____

Fax Number _____

Email Address _____

Email Address _____

Purpose of Request

Personal Use Student Use Public Use Government Use

Type of Resource Requested

Images Audio Records Transcripts of Interviews Video Records
 Educational Resource Material

Resource request to be filled by

Mail Fax E-mail Pick-up In Person

Quantity Requested

Single Copy Multiple Copies _____

Title of Resource _____

Author/Director/Publisher Name _____

Date Resource is Needed _____

Estimated Completion Date _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THE APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. MY SIGNATURE ON THIS APPLICATION INDICATES MY AGREEMENT TO ADHERE TO IHLC'S INFORMATION USE POLICY (ATTACHMENT 1).

Signature

Date

Official Use—IHLC will complete as applicable.

Identify the information that was distributed and the applicable charges, if any.

Resource/Material	Charge
Total Charge	

Collections Management Recommendation

If **Approved for Public Use**, indicate exactly what information can be contained in the publication and how it must be referenced.

Name of Staff: _____ Date: _____

If **Denied** indicate reasons for denial.

Name of Staff: _____ Date: _____

APPROVED:

DISAPPROVED

IHLC Director or Designee

IHLC Director or Designee

Instructions for Requesting IHLC Resources

IHLC Resource Request

What can IHLC Resources be used for?

- **Personal Use:** Request is for “personal use” if the resource or information in the resource is for the user’s personal educational or cultural enrichment and the information will not be included in any written or published material.
- **Student Use:** Request is for “student use” if the resource or information in the information is being used as part of an educational curriculum associated with a particular institution.
- **Public Use:** Request is “public use” (even if the requester is a student) if the resource or information in the resource is obtained for inclusion in a one time, non-exclusive use in one publication-book, periodical, TV production, film, or electronic format.
- **Government Use:** Request is “government use” if the information gathered is for official government business.

How do I complete this request form?

Type or print legibly. Don’t write in shaded areas reserved for official use.

How do I submit this request form?

If you are a minor student, give this form to your instructor. Otherwise, submit in person to the Iñupiat Heritage Center Front Desk, email to inupiaheritage@north-slope.org or by postal mail or fax to:

North Slope Borough Department of Iñupiat History, Language & Culture
P.O. Box 69
5421 North Star Street
Barrow, AK 99723
Tel: 907-852-0422 Fax: 907-852-0455

What conditions do I agree to by signing this request form?

See Attachment containing IHLC’s Information Use Policy for Educational and Cultural Resources. Your signature on this Request indicates your agreement to adhere to this Policy.

What fees apply?

Resource request costs will be charged pursuant to NSBMC §2.42, et.seq. Please refer to the fee schedule below. Fees must be paid upon or before receipt.

CULTURAL RESOURCE	Resident	Non-Profit	Corporate
Photo Collections			
4”x6” photo image	\$4.00	\$4.00	\$8.00
5”x7” photo image	\$10.00	\$10.00	\$20.00
8”x10” photo image; Hi-Resolution 600-800 ppi	\$15.00	\$50.00	\$100.00
11”x14” photo image	\$25.00	\$75.00	\$125.00
Prints from slides or slides from prints	\$5.00	\$5.00	\$5.00
Digital File (electronic format: text, audio, image)	\$15.00	\$30.00	\$50.00
Photo electronic format	\$15.00	\$40.00	\$75.00
Handling Fee	\$15.00	\$5.00	\$5.00

Audio Collections			
60 minute audio recording	\$5.00	\$5.00	\$5.00
90 minute audio recording	\$6.00	\$6.00	\$6.00
Film Collections			
Single DVD	\$10.00	\$10.00	\$10.00
Complete set - DVDs	\$25.00	\$25.00	\$25.00
ECHO DVDs	\$15.00	\$15.00	\$15.00
Documents			
Copies of Transcript or Translation	\$6.00	\$6.00	\$6.00
Copies per page	\$0.10	\$0.10	\$0.20
Books and Publications			
Puiguitkaat (e-pub)	\$35.00	\$35.00	\$35.00
Qiniqtuagaksrat Utuqqanaat Inuuniagninisigun (e-pub)	\$25.00	\$25.00	\$25.00
Wisdom of the Elders (e-pub)	\$15.00	\$15.00	\$15.00
1987 Nunamiut Stories	\$18.97	\$18.97	\$18.97
Uqaluktuat 1980 Elders Women's Conference	\$30.00	\$30.00	\$30.00

**ATTACHEMENT
IHLC INFORMATION USE POLICY**

The Department of Inupiat History, Language & Culture (IHLC) has responsibility for developing and maintaining a complete historical record of the land, people and villages of the North Slope Borough. NSBMC §2.16.110, NSBMC §2.42.040(K), AS 40.25.120 (a)(4), 16 U.S.C. 470w-3(a), 16 U.S.C. 470hh(a), and 36 C.F.R. 800.2(d)(2) provide authority for restricting access to information pertaining to historical/cultural sites. Requests for Traditional Land Use Inventory (TLUI) Data (Form 600) can be found on the NSB website, under the Department of Planning & Community Services. Go to http://www.north-slope.org/assets/images/uploads/Form_600_Application_-_TLUI_Data_Request.pdf Certificates of TLUI Clearance Applications (Form 500) can also be found on the same web page. Please go to the following link [http://www.north-slope.org/assets/images/uploads/1._\(12-14-14\)_Form_500_Application_TLUI_Clearance_Dec2017_R3.pdf](http://www.north-slope.org/assets/images/uploads/1._(12-14-14)_Form_500_Application_TLUI_Clearance_Dec2017_R3.pdf)

Non-confidential cultural, archeological and historical materials or reproductions of such materials (collectively, "Resources") maintained by the North Slope Borough Department of Inupiat History, Language & Culture are provided to users for scholarly and cultural enrichment purposes. Users include students and instructors; representatives of federal, state or local governments on official business; researchers engaged in legitimate scientific research; or persons who have a legitimate reason for use as determined by IHLC. Completion of the Request Form for IHLC Resources and adherence to this Agreement is necessary for access to the Resources.

Resources include information from the following categories that is determined by the IHLC Director or Designee to be non-confidential: tapes, transcripts, videos and images of historical or cultural significance; information received from the NSB Traditional Land Use Inventories, and the National Register of Historic Places; information regarding unregistered cultural and historic sites; and any other information designated by IHLC as Resources.

Users shall not destroy or damage any original obtained from the Resources. Users shall comply with any local, state, and federal laws relating to use of shared Resources, and shall not use the Resources for commercial, criminal, or fraudulent purposes. Users shall report unauthorized use of shared data to IHLC (or for students, to instructors or school authorities, who will then report the use to IHLC). Users shall respect and protect the intellectual property of those who may have an interest in the Resources. Users release IHLC/NSB from any liability associated with use of the Resources.

Personal/Student Users and Government Users of Resources shall not use the Resources or any information contained therein be used in any written or published material (except as may required by law).

Public Use of the Resources or any information contained therein in any publication, performance, display, internet site, electronic form, film, videotape, etc., requires specific written permission from the Director of IHLC or his/her Designee. IHLC reserves all rights to the Resources. The User shall properly cite and credit the source of the information, the collection name, and IHLC. The User shall furnish IHLC, without charge, one copy of the publication or production in which the photograph, reproduction or transcript appears.

All rights are for a one time, non-exclusive use in one publication-book, periodical, electronic form, TV production, film, etc. Any further usage of the specified IHLC material must be renegotiated.

IHLC reserves the right to deny any request should the intended use is contrary to IHLC's purpose as set forth in NSB's Municipal Code, Title 2.

Requests for photographic images are sent out by certified/insured mail to an Anchorage-based photograph distributor for processing, and photos are released upon payment from the requestor. The User is charged for postage and handling from Anchorage to Barrow. When IHLC does not have a negative for a requested print and a negative copy is made, the User is charged the fee for this service and all negatives remain the property of the NSB-IHLC photo archives. When the User requests slides from prints or prints from slides, then the User is charged a fee of this service.

IHLC's policy is not to release more than 20 images at any one time.

Re-prints are furnished for general education, research, or personal purposes only. IHLC will NOT provide photographic images of photographs where the originals or rights are known to be held by other institutions or sources and any confidential or restricted material.

