



# North Slope Borough



## Department of Iñupiat History, Language & Culture (IHLC)

### IHLC Resource Request Form

Date \_\_\_\_\_

Request Number \_\_\_\_\_

Requester is:  Student  Researcher  
 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  
 Traditional Land Use Inventory (TLUI) Data  Other \_\_\_\_\_

#### Resource will be

Borrowed and returned  Used at IHLC  Purchased  Used in Classroom

#### Resource request to be filled by

Mail  Fax  E-mail  Pick-up In Person

#### Quantity Requested

Single Copy  Multiple Copies \_\_\_\_\_

Title of Publication \_\_\_\_\_

Author/Director/Publisher Name \_\_\_\_\_

Date Resource is Needed \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_





# Instructions for Requesting IHLC Resources

## IHLC Resource Request

### What can IHLC Resources be used for?

1. **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.
2. **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.
3. **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.
4. **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 in black ink. 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 or by mail or fax to:

North Slope Borough Department of Inupiat History, Language & Culture  
P.O. Box 69  
5421 North Star Street  
Barrow, AK 99723  
Tel: 907-852-0422 Fax: 907-852-4224

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

See Attachment 1 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?

Document 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.

Material	Fee		Material	Fee
4” x 6” photo image	\$4.00 each		60 minute tape	\$2.00 each
5” x 7” photo image	\$5.00 each		90 minute tape	\$3.00 each
8” x 10” photo image	\$10.00 each		Transcript	\$5.00 each
11” x 14” photo image	\$15.00 each		Single DVD	\$10.00 each
Electronic format	None		Complete Set – Video	

The fee for a tape copy depends on the specific tape requested, which may be in a 60 minute or 90 minute tape length. A transcript means the written transcription of one tape regardless of length recorded on the tape or the number of pages typed.

## **Attachment 1: IHLC's Information Use Policy for Educational and Cultural Resources**

The Department of Iñupiat 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.

Non-confidential cultural, archeological and historical materials or reproductions of such materials (collectively, "Resources") maintained by the North Slope Borough Department of Iñupiat 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 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. 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.