

POLICIES CONCERNING MATERIAL IN THE ARCHIVES

OF THE

BURLINGTON ROUTE HISTORICAL SOCIETY

The archives of the Burlington Route Historical Society have been created to help preserve the history of the Chicago, Burlington and Quincy, Colorado and Southern, and Fort Worth and Denver City Railroads and their predecessors. It is the intention of the Society that this collection of photographs, slides, negatives, printed material and other items and memorabilia be preserved for the primary use of Society members and recognized historians. Because of the overlapping nature of railroading these archives may also contain historic information about the communities served by these railroads, connecting and competing rail lines, and related topics.

Much of the material in these archives has been donated to the Society, and for that Society members are extremely appreciative and recognition will be given when appropriate. Some items have been purchased from estates and other sources and other material has shown up without our knowledge of the source.

Every effort has been taken, and will be made, to preserve this material and organize it in a readily accessible fashion. However, the Society is comprised of volunteers and time constraints have kept this process from moving along as rapidly as we would have liked. Likewise, it is not always possible to fulfill every request and in that respect we hope those involved will understand.

Because of the continual growth of the amount of material in the archives and the increasing requests for its use, the Society feels obligated to set standards, requirements and restrictions concerning the use of this material. Therefore, the Board of Directors, acting on behalf of the Society, has established the following guidelines and rules:

- As stated, the primary purpose of these archives is to preserve the history of these railroads. In that respect, the principal use of this material should be in the publications produced by the Burlington Route Historical Society for its members and others interested in the history of these roads.
- A related purpose of these archives is to provide Society members with a source of prototypical material for modeling and other personal historical purposes.
- We realize these archives may also be of interest to railroad fans and historians who are not members of the Society. Every effort will be made to cooperate with these individuals. However, time and effort constraints may make such effort difficult.
- Requests from publications for material to be used in connection with news and/or feature articles in both mass media and limited circulation publications and newspapers will be considered on an individual basis.
- Material requested for use in books, videos, advertisements, by model manufacturers and for other commercial use will also be considered on an individual basis.
- All use of Burlington Route Historical Society archive material will depend on the accessibility of the requested material and the manner and form in which it can be made available.

COSTS AND PRICING

In an effort to keep the archives not only self-supporting, but in the instance of commercial use of material, an income source for the Society, the Board of Directors on this date has established the following pricing structure. All funds collected are to be promptly given to the Society treasurer for deposit and noted as archive revenue.

1. There will be a charge of \$20 per hour for time spent in researching, producing, copying, and fulfilling requests for material and information from the archives for commercial purposes. (1 hour minimum)
 2. The requesting individual, group, business, publisher, etc., shall also be billed at a rate for copying, reproducing, etc., that is at least twice (2 times) the actual cost of providing this service.
 3. The requesting party shall also pay for all telephone, postage, shipping and other incidental expenses incurred by the Society in fulfilling the request.
 4. The charge for commercially publishing material obtained from society archives shall be \$25 per photograph and/or each other BRHS archive item that is published. This is in addition to the charges outlined above. Society archive material requested by non-Society members shall be provided, if possible, as outlined in Nos. 1, 2 and 3 above. This material cannot be re-copied, except for personal use, and under no circumstances
- can it be provided to another individual, group, publisher, etc., without the approval and written permission of the BRHS Board of Directors.
5. Any deviation from the above schedule must be approved by the Society Board of Directors.
 6. Society members requesting and using archive material for personal purposes will be expected to pay a fee that is at least twice the actual cost of reproduction, plus postage expenses. The charge outlined under No. 1 above will not normally be required of Society members, unless the research time involved becomes exorbitant.

