

83-329 Special Publications Committee 03-15-08:34, 10-5-02, 10-23-99,
11-08-97, 3-16-96, 8-5-77

A Special Publications Committee is established in the Department of the Executive Vice President. The committee shall arrange and administer the publication of all non-serial publications of the Society or its committees, as authorized by the Board of Governors. These responsibilities include:

Helping authors develop ideas that may ultimately result in NSS non-serial publications,
Soliciting manuscripts and proposals for NSS non-serial publications,
Forwarding proposals to the Market Analysis Committee for review, evaluation, and recommendations, and
Estimating the total cost to produce each proposed NSS publication at various quantities with a detailed discussion and logic for the estimate.

The Executive Committee will consider the recommendations of the Special Publications Committee and the Market Analysis Committee when determining the scope of a proposed NSS non-periodical publication, the quantity to be printed, and the retail price as they develop the NSS Capital Budget for approval by the Board of Governors. Once a proposed publication is approved by the Board of Governors, the Special Publications Committee is responsible for:

Preparing a draft contract between the author and the NSS for Executive Committee review and approval,

Preparing the book for publication to professional standards,

Providing the author(s) and one expert in the publication's subject matter an exact copy of the electronic file that is to be submitted to printers for bid and arranging for a copy of all review comments to be sent to the EVP,

Obtaining bids from several printers and selecting the best printing bid,

Authorizing printing only after EVP approval,

Supervising the printing and production process,

Arranging for shipment of the books to the NSS Bookstore, and other destinations as required, and

Ensuring that the terms of the contract between the NSS and the author(s)/editor(s) are fulfilled.

Committee members may be paid for their efforts to prepare a book for publication if such costs are within the approved budget for pre-publication costs and are competitive with the market for similar services.

83-336 *AMERICAN CAVING ACCIDENTS* 8-5-77

The editorship of *AMERICAN CAVING ACCIDENTS* is a permanent committee in the Executive Vice President's Department.

83-343 Copyright Policy 3-18-78

The editors of Society publications are directed to draft, for Board Approval, copyright policies and procedures for their publications, within the letter of the new copyright law and Board Acts 83-316, 83-317, and 83-318. Until such policies are approved by the Board, the editors shall seek to have copyright assigned to the NSS.

83-425 Advertising 6-29-84

NSS publications (other than the SpeleoDigest series) may be advertised in non-NSS publications upon approval of the Executive Committee.

- 83-448 1982 NSS National Convention Field Trip Guide 07-13-90
The President is authorized to sign an agreement on behalf of the Society granting Charles Larson the non-exclusive right to publish and distribute the 1982 National Convention's Geology and Biology Field Trip Guide subject to paying the Society a royalty.
- 83-626 Corporate Report 03-05-05, 03-27-99
An NSS corporate report will be published on an annual or biennial basis, depending on funding, use, and need. The purpose of this report is to communicate our goals, accomplishments, and activities to non-NSS organizations with which we interact and to present our most recent audited financial statements. The report is directed to federal and state agencies, grant awarding foundations, other conservation and scientific organizations, and any other individuals or groups with which the NSS needs to communicate.
- 83-628 Market Analysis Committee 03-27-99
The Market Analysis Committee is in the Department of the Operations Vice President. The committee conducts market research for proposed non-periodical publications to be published and sold by the NSS. The committee develops an estimate of how many copies of each proposed publication the NSS bookstore will sell over a three year period at various prices based upon a description of the publication provided by the EVP. The committee considers both wholesale and retail sales using a discount policy and an advertising strategy provided by the OVP. A detailed discussion of the assumptions and logic for each estimate is provided for review along with comparisons and sales of similar publications. The committee works closely with the Bookstore Manager and Special Publications Committee. The Bookstore Manager is responsible for providing past NSS bookstore sales data. The Special Publications Committee is responsible for estimating the total cost to produce each proposed NSS publication at various quantities with a detailed discussions and logic for the estimate. The Executive Committee considers the recommendations of the Market Analysis Committee and the Special Publications Committee when determining the scope of a proposed NSS non-periodical publication, the quality to be printed, and the selling price as they develop the NSS capital budget for approval for the Board of Governors.
- 83-647 Publication Contracts 10-23-99
No one shall enter into a contract, oral or written, for the NSS to publish a non-serial publication or an extraordinary overprint of an NSS periodical unless the publication is approved by the Board of Governors. Once a publication is approved, the Executive Committee shall document the agreement in a contract.
- 83-658 Society Publications 03-18-00
All NSS publications shall clearly and prominently identify the National Speleological Society as the publisher on the cover.
- 83-659 Electronic Copies of Publications 03-20-04, 03-18-00
Electronic copies of all NSS publications (*News, Journal*, books, music, etc.) in pdf or mp3 format, shall be sent to the NSS Office within two (2) months of publication on Compact Disk (CD) and or DVD or another media available to the Office with external labels specifying the publication, and the name of the committee chairman submitting the disk. On receipt the NSS Office staff shall insure that the files can be opened and make a copy of the material. The original copy will be dated then stored in a fireproof location at the office and the copy sent to an off-site repository. These electronic files will be read and recopied at least every three years and whenever the Office computers are replaced.

- 83-660 Advertising Policy for NSS Publications 03-18-00
Appendix AP, Advertising Policy for NSS Publications is adopted.
- 83-666 NSS Non-Periodical Publications 03-15-08:33, 06-30-00
NSS non-periodical publications shall be managed in accordance with Act 83-329, Act 83-628 and Act 83-647.
The Executive Committee is responsible for recommending which NSS non-periodical publications we should publish, the quantity to be printed, the selling price, and the publication budget, for approval by the Board of Governors. The Executive Committee shall provide the following information to the Board in advance of the meeting at which the Board will be asked to approve the publication budget.
A detailed publication description including an outline, a list of authors and reviewers, an analysis of the market including a comparison with similar publications and their retail price and recent sales data, the quantity to be printed and the projected period during which all publications will be sold, a detailed publication budget that addresses all costs associated with developing the publication including author compensation, the proposed retail price for the publication, and, the plan for promoting the publication.
Motions seeking approval of a new NSS book or other non-periodical publication, and/or funding for it, shall be presented separate from other budget items. Upon approval, the motion shall be a numbered Act of the Board.
- 83-705 Corporate Report Committee 03-25-06:12, 11-06-04, 07-27-01
The Corporate Report Committee is established in the Department of the President. The committee is responsible for publishing an annual Corporate Report of the Society's and Internal Organizations' activities, accomplishments and plans, and an audited financial statement. The Corporate Report will be posted on the society Web site by January 15 each year.
- 83-753 *Cumberland Caverns* Copyright 03-20-04
The copyright for *Cumberland Caverns* is returned to Larry Matthews, who originally donated it to the Society. The NSS has no intention of reprinting this book in the future.
- 83-755 *Dunbar Cave, The Showplace of the South* 03-05-05
The contract between the NSS and Larry E. Matthews for production of the book *Dunbar Cave, The Showplace of the South*, is approved. The Bookstore is authorized to reorder this book without further approval in quantities of 500 or less whenever supplies run low.
- 83-793 Guidebook for 15th International Congress 10-13-07:10
The Guidebook for the 15th International Congress of Speleology in Kerrville, Texas, authored by Art Palmer, will be funded with \$10,000.00 for the publication of 1,000 additional copies.
- 83-804 *Caves of Knoxville and the Great Smoky Mountains* 03-15-08:8
The NSS will publish 300 copies of Larry Matthews 350-page book titled *Caves of Knoxville and the Great Smoky Mountains*, using a print-on-demand method. The cost of the book will not exceed \$2,250.00 and the retail sales price will be \$24.00.

- 83-805 *Vertical Bill: The Story of Bill Cuddington and the Development of Vertical Caving in America* 03-15-08:9
The NSS will publish 750 copies of the Dave Hughes 410-page book titled, *Vertical Bill: The Story of Bill Cuddington and the Development of Vertical Caving in America*. The cost of the book will be \$6,500.00 and it is recommended that the retail sales price will be \$32.00.
- 83-806 *Caves of Fire: Inside America's Lava Tubes* 03-15-08:10
The NSS will publish 1,250 copies of Dave Bunnell's 110-page book, entitled *Caves of Fire: Inside America's Lava Tubes*. The cost of the book will not exceed \$11,500. The NSS will hold joint copyright ownership.
- 83-807 NSS Publication and Copyright Policy 03-15-08:44
The Copyright Policy (Act 83-781) is rescinded and the NSS Publication and Copyright Policy is adopted. Appendix AS is amended.

Cross References

- 07-279 Refusal to Sponsor
- 07-281 Wild Cave Locations
- 25-120 Membership List Copyright
- 25-388 Mailing List
- 28-633 Postage Surcharge
- 56-517 Sale of NSS Convention Guidebooks
- 80-010 General Policy
- 91-299 Safety Policy