

ACT SECTION 83 -- PUBLICATIONS -- OTHER

- 83-129 Information Booklet 06-19-64
The Society shall provide each new member an information booklet containing helpful hints on good caving, conservation, a list of minimum needed equipment, and send prospective members a brochure and a contact in a local chapter.
- 83-142 Caving Handbooks 04-10-65
The Society should compile and publish a series of comprehensive handbooks on various aspects of caving, including specifically a handbook on underground climbing and safety techniques and a handbook on cave cartography.
- 83-280 Scientific Publication 08-16-74
The NSS encourages, in general, the production and publication of scientifically useful information, as well as conservation and safety information, within guidelines designed to minimize the detrimental impact of such publication on the cave environment.
- 83-310 Loan Agreements 03-20-82, 02-28-76,
The Secretary-Treasurer is authorized to enter into loan agreements for the purpose of financing planned NSS publications and similar capital investments. Such authority shall be limited to those investments itemized in the approved annual Capital Budget and subject to any loan limitations contained therein. All loans shall be subject to the following provisions:
(1) All income from the sale of the item, except for an allowance for postage and handling, shall be used to repay the loan and interest. (2) The NSS may use other funds to repay the loan at its option. (3) Interest on the loan shall not accrue until the item has been published. (4) Interest on the loan shall not exceed 3% per quarter credited at the end of each quarter. (5) The inventory of the item shall be used as collateral for the loan.
- 83-316 NSS NEWS, MEMBERS MANUAL, 03-15-08:35, 07-23-97, 07-02-76
AMERICAN CAVING ACCIDENTS and
JOURNAL Reproduction Permission
The editors of the NSS NEWS, MEMBERS MANUAL, AMERICAN CAVING ACCIDENTS and JOURNAL are authorized to give permission for non-commercial reproduction of NSS copyrighted materials from their respective publications. The giving of such permission shall be reported to the Board in the next regular report of the Executive Vice-President.
- 83-317 Photo Archives Reproduction Permission 03-20-82, 07-02-76
The reproduction for non-commercial purposes of photographs from the NSS Photo Archives or the NSS Photo Salon, that are copyrighted by the NSS, may be authorized by the Operations Vice-President, who shall report such authorizations in his next regular report to the Board.
- 83-318 Commercial Reproduction Permission 07-01-83, 07-02-76
Reproduction for commercial purposes from NSS publications, NSS Photo Archives, NSS Photo Salon, Audio-Visual Aids Committee, and other NSS copyrighted material shall be authorized only with unanimous approval of the Executive Committee. Such authorization shall be reported by the President in his next regular report to the Board. The Executive Committee may establish a reasonable fee for the commercial use of NSS copyrighted material.
- 83-329 Special Publications Committee 03-15-08:34, 10-5-02, 10-23-99,

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 08-15-08:23. 03-27-99

The Market Analysis Committee is in the Department of the Operations Vice President. The committee evaluates and conducts market research for proposed non-periodical publications to be published and sold by the NSS. The committee is responsible for producing a report based on its research and assessment of the project, to provide information for the Executive Committee and the Board to use when deciding whether to pursue the project.

The committee report should include such factors as:

- a description of the publication;
- a general review and assessment of the publication;
- the potential audience and market for the book;
- an evaluation of any relevant NSS Bookstore sales figures available for similar books;
- the retail prices of similar books on the market;
- any direct competition the book may have;
- any special advertising or sales strategies;
- and any other factors the committee thinks are relevant.

Based on the above, the committee will prepare estimations of the number of copies of the proposed publication the NSS bookstore reasonably could expect to sell over a three year period.

The committee will submit a detailed report with recommendations to the Executive Committee, through the OVP, that will be considered when discussing a NSS non-periodical publication proposal. The Executive Committee will include the committee's report with the data they present to the Board to support their publishing recommendations.

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.

- 3-660 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.
- 83-815 *Visions Underground: Carlsbad Caverns Through the Artist's Eye* 11-08-08:9
The NSS will enter into a partnership with Rio Grande Books to produce *Visions Underground: Carlsbad Caverns Through the Artist's Eye* by Lois Manno (NSS 28056). The NSS agrees to purchase 1,000 copies of the book (\$20 retail price, soft cover, 180 pages) for \$10,000 in two payments of \$5,000, the first no later than February 1, 2009, and the second when the books are delivered (about April 1, 2009). Rio Grande Books will list the Society in the front matter of the books as follows: "Published by Rio Grande Books in partnership with the National Speleological Society" and include the Society logo. The EVP is authorized to negotiate better terms.

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
- 28-816 International Members May Receive Periodicals Electronically
- 56-517 Sale of NSS Convention Guidebooks
- 80-010 General Policy
- 91-299 Safety Policy