

# **The Imperial Valley Desert Museum Archive**

*-Last updated January 1, 2019*

## **Open to All**

The Imperial Valley Desert Museum Archive is open to all researchers of all ages and levels of interest five days a week. There is a small research fee (see 'Collection Research- Fee Policy' form for rates) that helps the museum staff reserve your appointment and provide the researchers with assistance and supervision. The museum does not lend out materials, but any person interested in using the collections may register as a researcher and use materials within the museum. In certain cases, some materials can be copied, scanned, and sent to researchers who are unable to physically come to the museum in person.

## **Use the Archive**

The IVDM Archive consists of one room of materials in storage. Researchers may use the Curation Lab to study archival materials and do research. Museum staff can assist researchers with navigating the collections and finding aids, developing research strategies, and locating additional resources within the museum that may be of use to the researcher. Our goal is to help every researcher locate the resources they need to help them complete their projects.

Researchers planning to use the archives are strongly encouraged to explore the pages in this section to familiarize themselves with IVDM policies and procedures before arriving. Researchers **MUST** contact the IVDM and register the time, date, and materials/topic they are interested in **AT LEAST** one week before visiting. Because the IVDM is a museum where events and field trips occur regularly and staff time is at a premium, pre-scheduled appointments by researchers are necessary.

Please contact the Archivist/Curator of the IVDM at 760-358-7016 or [ivdmuseum@gmail.com](mailto:ivdmuseum@gmail.com) with questions or to book an appointment.

## **Archive Hours**

Wednesday-Sunday: 10:00am- 4pm

## **Visiting the Archive**

Before arriving for your appointment with the archivist, please familiarize yourself with these policies and procedures.

## **What to Expect**

Before arriving, please ensure you have registered for an appointment with the IVDM Archivist. If possible, familiarize yourself with the Finding Aids and available research materials through the IVDM website: [www.ivdesertmuseum.org](http://www.ivdesertmuseum.org).

Before each visit, researchers will be asked to provide a brief Research Prospectus to the IVDM Archivist in order for the Archivist to ensure the most useful materials are chosen for the researcher to use.

Upon arrival, researchers must show a valid photo ID. ID's will be copied and kept on file at the museum for one year as part of security procedures.

### **Access to Materials**

The IVDM Archives is a closed-stack, non-circulating archive and library. Researchers must place requests for materials at least one week in advance of their appointment. Last minute requests will be accommodated only if possible by IVDM's archives staff, with no guarantees for requests made under 48 hours.

### **Groups**

For security purposes, all researchers must work individually at tables in the Museum lab. At the discretion of the archivist, special arrangements can be made to accommodate research teams that must work together for special projects.

### **What to Bring**

Researchers may bring personal laptops or tablets into the lab with them. For security reasons, folders, loose papers, and notebooks are not permitted by researchers. If researchers require, paper and pencils will be provided by an archives staff member.

Wifi is available to the public throughout the building.

Photography is allowed of most materials in the collection. Cameras may be brought into the lab. Materials protected by copyright and materials in collections with specific use restrictions may not be photographed. Researchers must speak with archives staff before photographing collections to ensure proper credit lines are used. At the discretion of the archivist, tripods, lighting enhancements, and scanners (both flatbed and handheld) may be used under direct supervision on an appointment basis.

Any requests to take photographs may be denied if doing so will jeopardize the safety of our collections or disrupt the climate of the library.

Backpacks, briefcases, purses, computer or other bags, notebooks, and binders are allowed in designated areas of the lab only. Food and beverage are not permitted in the lab.

### **How to Prepare**

To help researchers make the best use of their time at the IVDM, the archives staff offer the following suggestions on how to prepare for a visit. Search finding aids and other tools may be available through the IVDM website prior

to arrival and are a useful tool for researchers to begin familiarizing themselves with the materials available through the IVDM archives.

Researchers should be sure to familiarize themselves with the IVDM's policies on what materials are or are not allowed in the archives/lab areas prior to their arrival.

### **Reference Services**

The IVDM archives staff are available to answer questions regarding the museum's holdings, to help develop research strategies, and to provide reproduction of certain materials.

### **Onsite Reference**

Visitors to the museum have direct access to our archives staff, who assist all visiting researchers with questions regarding use of resources, navigation of our catalogs and databases, reproduction of archival materials, etc.

### **Offsite Reference**

Researchers unable to visit the museum in person can submit queries by email, postal mail, or telephone. All queries are answered in the order received. Due to the small staff and large number of queries we received, it can take up to two weeks to receive an initial response from the archives staff.

The staff provides access to archive materials by helping direct researchers to possible museum online content and supplying reproductions (when materials permit). The archives staff can also assist researchers with identifying collections of interest, developing research strategies, and in some cases identifying other repositories holding relevant material.

Before contacting the archives staff, please investigate our online resources and collection guides. These resources may lead you directly to information about collections containing material pertinent to your research.

**Submitting Reference Questions by email, mail, or telephone** When submitting reference queries include your name and contact information, an explanation of your project or specific research interests, and a clear statement of your question(s) for IVDM staff. It is also helpful to inform the staff about sources you have previously consulted (institutions, books, collections, websites, etc.) when appropriate.

Address your questions to:

E-mail: [ivdmuseum@gmail.com](mailto:ivdmuseum@gmail.com)

Phone: (760) 358-7016

Mail: Archivist

Imperial Valley Desert Museum

P.O. Box 430

Ocotillo, CA 92259

All reference queries are answered in the order they are received. Please note that due to the small staff and large number of queries we received, it can take up to two weeks to receive an initial response from the archives staff.

### **Reproduction Services**

The IVDM offers researchers several options for obtaining reproductions of our holdings:

Low-resolution (reference quality) PDF files

High-resolution (publication quality) JPG files

The staff will not reproduce materials in violation of copyright or donor restrictions. The staff also reserves the right to refuse request for copies of items deemed by the archivist too fragile to be safely reproduced, and will not create low-resolution files of materials that are available in another format (fascimilies, high-resolution JPG files, etc).

Researchers visiting the archives may create, free of charge, non-flash photographs of materials in the research collections. Researchers visiting the archives may also request reproductions be made by IVDM staff. Please note that depending on quantity of requested reproductions there may be a fee.

### **Statement on Copyright**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

### **Reference Reproductions**

#### **Same Day Photocopy Service**

Researchers visiting the library can request photocopies of up to 30 pages of materials each day. If possible, researchers wishing to use this service should flag these materials in advance of their appointment. Requests must be placed at least 60 minutes prior to closing or 30 minutes prior to researcher's departure.

**Cost:** first 15 pages free. \$0.15 per page after

**Limits:** No over-sized/three-dimensional items

### **Standard Reproduction Services**

Both researchers visiting the archives and researchers who contact us from a distance can request low-resolution reference scans (PDF files) of most materials in our collections. Materials are reproduced on a flatbed scanner.

Requests are reviewed by the archivist to ensure the materials can be reproduced.

### **Cost for services**

**Photocopies:** First 15 pages free

\$0.15 per page afterwards

The IVDM will provide paper copies of reproductions when specifically requested. The fees listed above apply for the creation of photocopies. A \$5.00 handling fee, plus the actual cost of postage, will be added to the invoice of any offsite reference requests for photocopies

### **Digital Scans:**

**Low-Resolution (reference quality):** first 6 pages free

\$0.15 per page afterwards

**High-Resolution (publication quality, 600 dpi):** first 2 pages free

\$0.25 per page

afterwards

Scans higher than 600 dpi may be performed upon request, but are subject to additional fees. The maximum scan resolution is 2600 dpi, with a maximum fee of \$4.00 per page.

If the requested material has already been scanned to the researcher's requested resolution, no additional fees will be incurred for digital transactions.

### **Submitting Payment**

Once an invoice has been prepared for your approval, you may use cash (in-person only), check, PayPal, or credit card to pay the invoice. After you have approved an invoice, you may submit payment at any point. Please note that payment must be received before your reproductions will be delivered. Once paid, the IVDM will not adjust final charges unless the cost to your order changes significantly due to unforeseen issues. If the final cost of an order changes more than \$10.00 following invoice approval and payment, you will be notified by email.

If you prefer to submit payment by check, print a copy of the invoice and submit with check. Checks should be made out to "Imperial Valley Desert Museum" with "Archives Copies and the invoice number" in the memo. Mail to:

Archivist  
Imperial Valley Desert Museum  
P.O. Box 430

Ocotillo, CA 92259

If you have any questions about payment options, please contact the IVDM staff at: (760)358-7016 or [ivdmuseum@gmail.com](mailto:ivdmuseum@gmail.com)

### **Use of Reference Reproductions**

Please note that all reference reproductions are for personal/study only. They may not be donated or deposited in other libraries or archives, or made available to other researchers without the written permission of the Imperial Valley Desert Museum.

Ownership of reproduced material does not imply permission to publish or quote from documents. It is the sole responsibility of the researcher to obtain formal written permission from the IVDM or, when applicable, the appropriate copyright owner.

Researchers wishing to publish images or cite/quote material from IVDM owned collections can find details on that process here:

### **Use Permission**

The IVDM welcomes use of materials from our collection in publications, exhibitions, presentations, film and video projects, websites, and other works. The museum offers two types of use permission:

#### **Permission to cite and quote from unpublished materials:**

Researchers citing and quoting from unpublished materials held at the IVDM must request permission from the museum in writing (postal mail or email). The archivist reviews all requests to ensure there are no copyright or other restrictions on the materials. When a request is approved, you will receive use permission notification by email.

The IVDM does not have a role in granting permission to cite or quote from published works including, but not limited to, books, broadsides, pamphlets, and published journals. When a work has been published, the intellectual copyright lies with the author until the copyright expires.

Cornell University provides a useful chart showing the Copyright Term and Public Domain in the United States as well as a checklist for fair use of published materials that may be helpful to you in determining whether or not any published materials you wish to reproduce are protected by copyright:

<http://copyright.cornell.edu/publicdomain>

#### **Permission to reproduce images of materials:**

It is necessary for researchers to obtain formal permission (license) for the visual reproduction of all materials held in the IVDM collections. Permission is for one use only. The IVDM does not grant open-ended or multi-year permission. Each instance

of use must be separately requested through email or postal mail. All reproductions must credit the IVDM as the source of the image.

Requests for images and payment of reproduction fees does not constitute or imply permission to reproduce images.

All requests should be made by email to the IVDM at [ivdmuseum@gmail.com](mailto:ivdmuseum@gmail.com). A separate request must be made for each item.

### **Submitting Requests**

Permission requests may be submitted with high-resolution image orders, or may be submitted independently (as with use of images previously purchased). Whether submitted with an image order or independently, all requests should be made through email or postal mail with the subject **Reproduction/Use Permission**. If you are concerned about meeting a submission deadline, please indicate a “must Have By Date” so that we may determine if we can accommodate your needs.

### **IVDM Licensing Terms**

The IVDM licenses images of material from the collection based on the following terms. Permission to use images of IVDM materials must be requested through email or postal mail. Your request will be reviewed by the Archivist and an invoice will be issued for any applicable fees. If licensing fees are required, the IVDM must receive payment before the license will be issued. Licenses are delivered in PDF format for access and download.

### **Books**

Permission is granted for non-exclusive worldwide or North American print and electronic rights to reproduce the image in the licensed edition of the work only. For any additional uses, including future editions of the work, you must obtain permission in writing from the IVDM. Additional permissions may result in additional usage fees. Send the Imperial Valley Desert Museum a copy of the book when it appears.

### **Cover Art**

Permission is granted for non-exclusive worldwide or North American print and electronic rights to reproduce the image of the cover of a licensed edition of the work only. For any additional uses, including future editions of the work, you must obtain permission in writing from the IVDM. Additional permissions may result in additional usage fees. Send the Imperial Valley Desert Museum a copy of the book when it appears.

### **Dissertations/Theses**

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dissertation or thesis, in part or in whole, in the future it will be necessary to apply for new permission. Additional permissions may result in additional usage fees. Send the Imperial Valley Desert Museum a copy of the thesis when it appears.

### **Electronic and On-Demand Publications**

Permission is granted for non-exclusive worldwide electronic rights and/or on demand print rights to reproduce the image in the licensed edition of the work only. For any additional uses, including future editions of the work, you must obtain permission in writing from the IVDM. Additional permissions may result in additional usage fees.

### **Ephemera**

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### **Exhibitions**

Permission is granted for all uses of the image within the exhibition and in material produced for the exhibition, including catalogs, websites, marketing, educational materials, and publications. Permission to use the image for retail items (with the exception of published catalogs), in future exhibitions, or for unrelated projects requires a new use permission request. With new permission additional fees may apply.

### **Film/Television**

Permission is granted to the producer for worldwide broadcast standard and non standard television, audio visual DVD/Home Video, and internet, excluding packaging and advertising, for the life of the project. Permission for use of the images applies to use within this production of the work only. For any additional uses, including packaging or advertising for this production or use in future productions, you must obtain permission in writing from the IVDM. Additional permissions may result in additional usage fees.

### **Multimedia**

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### **Periodicals**

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For any additional uses, including future editions of the work, you must obtain permission in writing from the IVDM. Additional permissions may result in additional usage fees. Send the Imperial Valley Desert Museum a copy of the publication when it appears.

#### Websites/Databases

Permission is granted for non-exclusive, one-time rights to reproduce the image on the website or within the database licensed. Permission for the use of the images applies to this instance only, and does not allow for display of the image on additional web pages, at this or other websites, or in additional databases. For any additional uses, you must obtain permission in writing from the IVDM. Additional permissions may result in additional usage fees.

#### **Citation Guidelines:**

Below, please find sample citations for a variety of material found in the IVDM Collection.

If you have a question about a specific citation, please contact the IVDM Archivist at (760)358-7016 or [ivdmuseum@gmail.com](mailto:ivdmuseum@gmail.com). Regardless of your chosen citation style, the IVDM requests that you take the time to verify each collection title. This will ensure that future researchers will be able to follow your citations and locate the materials.

Citations should include:

- A description of the item
- The name of the author (if known)
- The item date (if known)
- The collection in which the item is found
- The name of the repository (Imperial Valley Desert Museum) •  
The Accession Number or Object ID (as appropriate)

#### **Sample Citations**

##### **Artifacts**

Fiber hunting mask, Randy West Collection. 2017.001.0001, Imperial Valley Desert Museum.

##### **Correspondence**

Jay von Werlhof to Michael Barker, 29 May 1978, Barker Collection. Imperial Valley Desert Museum.

##### **Photographs**

"Yuha Geoglyph," Harry Casey Collection. IVDM 2014.004.0004b, Imperial Valley Desert Museum.