



PUBLICATIONS POLICY

PREAMBLE:

The Association of Canadian Map Libraries & Archives (ACMLA) has an active and diverse publications program encompassing all areas of Map and GIS Librarianship in Canada. We publish and actively maintain a website to promote Association objectives and our various print map and publication series. Along with publishing a membership news periodical, the *Bulletin*, the Association also publishes facsimile copies of Historical Maps and Bird's Eye Views of selected parts of Canada. A Monograph Series and an Occasional Paper Series are also part of the ACMLA publications program.

1.0 ACMLA PUBLICATIONS: ROLES AND RESPONSIBILITIES

Activities surrounding ACMLA publications are the responsibility of the Second Vice President. Along with the assigned duties, the Second Vice President is responsible for carrying out all ACMLA policies as they relate to publications, including:

1. Ensuring that publication of the ACMLA Bulletin is the first priority of the publishing activity of the Association.
2. Active updating and maintenance of the Association website is also a priority.
3. All publications bearing the ACMLA imprint or receiving funding from the Association should attempt to:
 - i) Promote high standards in the dissemination, management, and archiving of geospatial information in Canada, including paper and digital map data collections.
 - ii) Engage in activities, which promote public awareness, use, and understanding of geospatial information materials (paper maps, digital data) for research purposes.
 - iii) Create and maintain an active communication network for the exchange of information among members and the geospatial information community.
 - iv) Support the research and professional development activities of members through publications.
4. The ACMLA imprint will be restricted to those publications which have been approved in writing by the Board of Directors, acting on behalf of the Association. The Association should have the first consideration for the publication of any work produced by an ACMLA committee.
5. Editorial responsibilities for new monographs and Occasional Papers are assigned to a special Editorial Task Group whose members are selected by the Second Vice President. The Second Vice President is also an ex-officio member of all Editorial Task groups.

2.0 REPRODUCTION POLICIES & PROCEDURES

2.1 Historical Map Facsimiles

This section addresses our policy regarding requests to reproduce an article or facsimile for use in a book, website, or multimedia presentation.

For non-profit or educational purposes, permission for use is generally been granted for no fee, however, certain conditions must be applied as stated below.

For commercial users of our images: a fee of \$50.00 per map is charged. In lieu of a fee, the Association is amenable to negotiating with the requester a donation to support ACMLA activities. Conditions also must be applied as stated below.

2.1.1 Conditions of Reprinting

Credit **MUST** be given to the "Association of Canadian Map Libraries and Archives". Image citation information should also be accurate and complete.

- i) Please use the following format when citing a ACMLA facsimile:

[Name of Author or Cartographer] [Title of Map] [Date of Map] [Reproduction Information, including ACMLA Facsimile Number], [ISSN Number], [Permission Statement]

Example:

Gilles Robert de Vaugondy, *Partie de L'Amerique Septent. Qui comprend La Nouvelle France ou le Canada...*, 1755. Reproduced from an original in the National Map Collection. National Archives of Canada, as ACMLA Facsimile Map Series No.73 (ISSN 0827-8024). Reproduced here with the permission of the Association of Canadian Map Libraries and Archives.

- ii) **Lower Resolution**. For display on a website or multimedia show, the facsimiled image **MUST** be displayed in lower resolution (approx. 100 dpi or less)

2.1.2 Information for submitting requests:

If interested in using one or more of our facsimile images, please make your request in writing. Email your request to the 2nd Vice President, ACMLA <http://www.acmla.org/executive.php> (vice.president2@acmla.org) OR send it by regular mail.

In your request, please include the following:

- the maps you wish to use, (include ACMLA No.)
- information about your project
- **For a book**: include the title, author, publisher, publication date, print run, and summary of work.
- **For an article**: include the name of the periodical, expected publication date and a summary of the work.
- **For a Multimedia presentation such as on a CD or DVD**: include the title of the media, names of producers, production run, and summary of the work.
- **For a website**: the name of the website, the URL, names of the publishers or owners of the website, and description of intended use of the images on the website.

2.1.3 Viewing the original image

ACMLA does not have access to the original images. The source to the original image should be indicated on the facsimile. To view the original image, you will need to contact

the owner or institution that houses the original image for permission to access and reproduce the image. For example, Library and Archives Canada holds the original map image in their collection.

2.2 Open Access & ACMLA Bulletin Articles

The Association of Canadian Map Libraries and Archives supports the concept of open access in scholarly communication. Authors submitting material for the ACMLA *Bulletin* are welcome to further distribute their work through personal web pages or institutional repositories. The ACMLA Editor will supply a final pdf version of any submission on request. ACMLA prefers that authors use this formatted pdf version, which includes the ACMLA *Bulletin* headers, and it is expected that authors will give proper attribution to the ACMLA *Bulletin* as journal of first publication (in accord with the SPARC policy on Author Rights <http://www.arl.org/sparc/author/addendum.html>).

If you are not an author, but have an interest in reproducing a *Bulletin* article, please contact the Bulletin Editor.

3.0 OFFICIAL LANGUAGES PUBLICATION POLICY

Although the ACMLA recognizes that all types of publications should be fully bilingual - i.e., using Canada's two official languages (English and French), it is also recognized that there are insufficient resources to ensure equitable use through volunteer and/or paid translation services. The inability to prepare full bilingual publications should not deter the continuation of an active publication program.

3.1 Occasional publications:

There have been various monographic Association publications since 1967, ranging from various editions of the *Directory of Canadian Map Collections* and of the *Guide for a Small Map Collection* to catalogues of various topographic series and of fire insurance plans to a compendium of articles published in previous *Bulletins* and *Proceedings*. The level of bilingualism has varied according to publication type.

It is recommended that the minimum approved format for occasional publications in the future ensure that prefaces/introductions and bibliographic information are in bilingual format.

Future editions of the *Directory* should, at a minimum, contain entries in the language of the map library/collection contributing the data and if the collection is bilingual, entries in both official languages. If resources are available, a complete bilingual edition should be presented.

If the decision is made to publish an English or French unilingual publication; the justification for such a publication should be fully explained to the membership – for example, in the President's message in the *Bulletin*.

3.2 Historical Maps Program:

The text on the facsimile maps relating to the Association's name, the sponsor's name and address and bibliographic information should be and is currently fully bilingual.

3.3 ACMLA Bulletin/Bulletin de l'ACACC :

The minimum level is that text on the cover, on the verso of the cover (membership, officers and addresses, disclaimer and acknowledgement to SSHRC) and on page 1 (table of contents,

Bulletin staff, cartobibliographical information relating to facsimile map reproduced on the cover page) be fully bilingual. With minor exceptions, this level is met.

The provision of bilingual official Association messages to the membership should be considered. Currently, the President's message is bilingual but official minutes of meetings, official notices (e.g. name change) and conference programs are not consistently presented in bilingual format.¹

Articles and reports should continue to be in the language of the author. Exceptions are reports from bilingual entities, such as federal government agencies, which should meet their own official language guidelines. If voluntary or other resources are available, abstracts in the other official language should be considered, as should the presentation of 'Regional News/Nouvelles régionales', which in recent years had been presented in bilingual format.

3.4 E-publications:

Publications on the ACMLA/ACACC web site should adhere to the same guidelines as if they were printed text. However, since time is often more crucial in mounting e-publications, the Association should consider making unilingual publications available as soon as possible with a notation to readers that changes, revisions or a bilingual version will be available by a specified date.

4.0 COPYRIGHT

The Association of Canadian Map Libraries & Archives acknowledges the value of copyright as it carries out its objectives in accordance with existing copyright laws.

All materials on the Association of Canadian Map Libraries and Archives (ACMLA) website, including text and facsimile images, are protected by the Copyright Act (R.S. 1985, c.C-42)

All questions pertaining to the ACMLA Publications Policies can be directed to the ACMLA Second Vice President. Check the ACMLA Website for contact information:

<http://www.acmla.org>

¹ Other official messages to the membership, such as letters, questionnaires, membership invoices, etc. should also be bilingual.