

Mountain West Digital Library Partnership Agreement

March 14, 2008

PURPOSE OF THIS AGREEMENT

This Agreement sets forth the responsibilities of partners in the Mountain West Digital Library (MWDL). It is intended to serve not as a legal contract, but rather as a statement of intent by the signatory partners. Any partner may withdraw from this agreement by giving ninety (90) days notice. Submission of resources or metadata to the MWDL constitutes agreement with the terms below.

GOALS OF THE MWDL

- Create a distributed digital repository of significant, rare, and/or unique resources from the libraries, archives, and other cultural heritage institutions of the Mountain West region.
- Provide a public portal accessing digital collections in the Mountain West for the benefit of MWDL partners, the scholarly community at large, and the general public.
- Expand the digital library vision and environment for the Mountain West region, and support the digital library development efforts of Collections Partners, including colleges, universities, public libraries, school libraries, archives, museums, historical societies, municipalities, counties, state agencies, and other entities as approved by the UALC Council.

GOVERNANCE

The MWDL is governed as follows:

- **UALC Council:** ongoing development of the MWDL vision and goals; approval of new partners; policy approval and committee oversight
- **UALC Digitization Committee:** strategies, standards, policies, and collection development
- **MWDL Program Director:** day-to-day management

GUIDELINES AND POLICIES

The partners agree to abide by the guidelines and policies for the MWDL, created by the governing bodies above and revised from time to time with input from all signatories to this Agreement.

The following guidelines and policies have been approved and are available on <http://mwdl.org/>:

- Content scope: "Content Development Policy and Guidelines"

- Metadata guidelines: "CDP Metadata Working Group Dublin Core Metadata Best Practices" and "Metadata Guidelines for the Mountain West Digital Library"
- Digital image standards: "Western States Digital Imaging Best Practices"

Other guidelines and policies may be adopted or developed by the UALC Digitization Committee and approved by the UALC Council.

TIERED INFRASTRUCTURE

The MWDL relies on a distributed, flexible, three-tiered infrastructure, which consolidates equipment and expertise, minimizes costs, reinforces standards, and ensures longevity of the digital collections in the Mountain West region. Each tier is described and its responsibilities are outlined below.

A. Collections Partners Tier

Collections Partners own and manage the constituent digital collections of the MWDL. Collections Partners may include UALC member libraries, public libraries, school libraries, museums, historical societies, municipalities, counties, state agencies, and other entities as approved by the UALC Council. New Collections Partners are approved by the UALC Council upon the recommendation of the Digitization Committee. New collections are approved by the Digitization Committee, with notification to the UALC Council.

Responsibilities of Collections Partners:

- Manage collection development and set priorities for digitization of resources.
- Secure funding for digitization of their resources.
- Digitize resources into acceptable format(s) following MWDL standards, either in-house or using one or more of the following:
 - The Full-Service Hosting Hub in the Collections Partner's geographic region
 - Another Full-Service Hosting Hub of their choosing
 - Another MWDL Collections Partner
 - Commercial digitization center
- Assure and clearly designate usage rights according to requirements listed above.
- Assure privacy and other legal considerations.
- Assign metadata according to requirements and standards established by the MWDL.
- Notify MWDL when new collections are ready for harvest and promotion.

B. Hosting Tier

Hubs host the digital resources of the MWDL network. There are three levels of Hubs, with each level bearing progressively greater responsibility for providing services to Collections Partners:

1. **Contributing Sites** shall host their collection(s) of digital resources and metadata records using any digital assets management system that is compliant with the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) and they share at least one of their collections with the MWDL.

Responsibilities:

- Maintain a public OAI provision of metadata for harvesting.

- Share collections with the MWDL in compliance with MWDL standards and guidelines.
2. **Regional Hosting Hubs** have all the capabilities of Contributing Sites, and in addition they host the resources of at least one other Collections Partner besides the home institution and support hosted Collections Partners in assigning their own metadata if desired. Typically, Regional Hosting Hubs host the digital collections of the Collections Partners in their geographic region or across their agency or institutional structure. They are eligible to receive assistance with server costs from UALC from time to time as funding becomes available.

Additional responsibilities to those under #1 above:

- Host the digitized resources and metadata records of the Collections Partners in their geographic region. Hubs may decline to host collections based on workload or other considerations.
 - Provide display templates for the hosted collections that reflect the identity and control of the respective Collections Partners.
 - Support the creation of metadata for hosted Collections Partners as appropriate for each project and situation. This might entail training Collections Partner staff, providing software or other tools such as the CONTENTdm Acquisition Station, importing spreadsheets of prepared data, augmenting partial metadata with controlled terms, or otherwise creating or importing metadata on behalf of the Collections Partner as agreed upon by both parties.
3. **Full-Service Hosting Hubs** provide all of the services of Regional Hosting Hubs, and in addition they provide digitization services to Collections Partners on a contract basis at standard MWDL prices. These Full-Service Hosting Hubs are endorsed for use by various digital collection funding programs, including LSTA funds as administered in Utah by the Utah State Library, and are eligible to receive assistance with digitization equipment costs from UALC from time to time as funding becomes available.

Additional responsibilities to those of #2 above:

- Offer digitization services on a contract basis to Collections Partners at standard MWDL prices. These services may include image and text scanning, audio and video conversion, optical character recognition transcriptions, printing, file copying, metadata assignment, and other services. The selection of digitization services to be offered is at the discretion of each Full-Service Hub, although MWDL encourages Full-Service Hubs to provide as many digitization services as possible. The services are offered on a contract basis to Collections Partners according to the prices established by MWDL in the Mountain West Digital Library Digitization Services Price List. Hubs may decline to offer digitization services for a particular project based on workload or other considerations. The Mountain West Digital Library Digitization Services Price List will be reviewed annually and updated as needed with input from all of the Full-Service Hubs.

Note: MWDL prices and terms apply to work done in the creation of MWDL collections. Full-Service Hubs are not obligated to offer these same prices and services for work unrelated to MWDL collections.

Note: At its own discretion, a Hub may adjust the digitization fees on a specific MWDL-related project.

C. Central Aggregating Server Tier

An Open Archives Initiative protocol-compliant harvesting program harvests metadata from the Hubs on a periodic basis and aggregates it on a central server. The aggregating software and server are currently hosted at the J. Willard Marriott Library at the University of Utah. A public access portal created by staff at the Marriott Library offers public access to the entire aggregation of MWDL collections. While currently provided by the Marriott Library, these and other programming, interface design, and graphic design services, as well as server resources, may be provided by flexible combinations of other MWDL partners in the future.

Responsibilities of Utah Academic Library Consortium staff:

- Advance and manage the infrastructure for a centralized index and tiered hosting structure.
- Conduct outreach to potential partners, and promote the goals of the MWDL.
- Ensure adherence to guidelines and policies of the MWDL.
- Pursue additional funding opportunities for digital collections.
- Pursue funding to expand personnel and services provided by the MWDL.
- Pursue discounts as appropriate with commercial digitization companies, hardware manufacturers, and other providers of products and services of use to MWDL partners.
- Provide opportunities for training related to creating and managing digital collections.

RESPONSIBILITIES OF ALL PARTNERS

Partners in all categories listed above will help further the mission of the MWDL via various means.

- Help to develop and modify the policies and guidelines for digital collections set by the MWDL.
- Communicate with MWDL program director regarding suggestions, future directions, and partner needs.
- Help identify potential new collections and services.
- Promote the goals of the MWDL broadly to potential partners.
- Share information about digital technology and digital collections management with other partners in the MWDL network.
- Participate in the joint development of digital tools for the mutual benefit of the MWDL.

APPENDIX A. COLLECTIONS PARTNERS

- Brigham Young University, Harold B. Lee Library – Provo, Utah
- Brigham Young University Idaho, David O. McKay Library – Rexburg, Idaho
- Brigham Young University Hawaii – Laie, Hawaii
- Delta City Library – Delta, Utah
- Dialogue Foundation – Salt Lake City, Utah
- Great Basin Association – Baker, Nevada
- Great Basin Museum – Delta, Utah
- Green River (City), Utah
- Green River Public Library – Green River, Utah
- LDS Business College – Salt Lake City, Utah
- Mormon History Association – Orem, Utah
- Murray City Public Library – Murray, Utah
- Museum of Art, Brigham Young University – Provo, Utah
- North Bingham County District Library – Shelley, Idaho
- Park City Historical Society and Museum – Park City, Utah
- Salt Lake Community College, Abraham Markosian Library – Salt Lake City, Utah
- Snow College, Lucy A. Phillips Library – Ephraim, Utah
- Southern Utah University, Gerald R. Sherratt Library – Cedar City, Utah
- Topaz Museum – Delta, Utah
- Uintah County Library – Vernal, Utah
- University of Nevada, Las Vegas, University Libraries – Las Vegas, Nevada
- University of Nevada, Reno, University Libraries – Reno, Nevada
- University of Utah Hinckley Institute of Politics – Salt Lake City, Utah
- University of Utah, J. Willard Marriott Library – Salt Lake City, Utah
- University of Utah Press – Salt Lake City, Utah
- University of Utah, S.J. Quinney Law Library – Salt Lake City, Utah
- University of Utah, Spencer S. Eccles Health Sciences Library – Salt Lake City, Utah
- University of Utah Undergraduate Research Opportunities Program – Salt Lake City, Utah
- U.S. Forest Service, Dixie National Forest – Cedar City, Utah
- Utah Museum of Fine Arts, University of Utah – Salt Lake City, Utah
- Utah State Archives – Salt Lake City, Utah
- Utah State Historical Society – Salt Lake City, Utah
- Utah State Library – Salt Lake City, Utah
- Utah State University, Merrill-Cazier Library – Logan, Utah
- Utah Valley State College Library – Orem, Utah
- Weber State University, Stewart Library – Ogden, Utah
- Westminster College, Giovale Library – Salt Lake City, Utah

APPENDIX B. HUBS

Contributing Sites

- University of Nevada, Las Vegas, University Libraries — Las Vegas, Nevada
- University of Nevada, Reno, University Libraries — Reno, Nevada
- Utah State Library — Salt Lake City, Utah

Regional Hosting Hubs

- Brigham Young University, Harold B. Lee Library — Provo, Utah
- Utah State Archives, with the Utah Department of Technology Services — Salt Lake City, Utah

Full-Service Hosting Hubs

- Southern Utah University, Gerald R. Sherratt Library — Cedar City, Utah
- University of Utah, J. Willard Marriott Library — Salt Lake City, Utah
- Utah State University, Merrill-Cazier Library — Logan, Utah
- Weber State University, Stewart Library — Ogden, Utah

APPROVALS

The partners indicate their approval of this Partnership Agreement by their signatures below. In addition, submission of resources and metadata to the MWDL constitutes agreement with the terms of this Agreement.

UALC Member and Associate Member Institutions

RANDY J. OLSEN, DIRECTOR
BRIGHAM YOUNG UNIVERSITY, HAROLD B. LEE LIBRARY

DATE

KORY D. STAHELI, DIRECTOR
BRIGHAM YOUNG UNIVERSITY, HOWARD W. HUNTER LAW LIBRARY

DATE

BARBARA STEFFEE, DIRECTOR
COLLEGE OF EASTERN UTAH LIBRARY

DATE

CLARISSA ERWIN, DIRECTOR
COLLEGE OF SOUTHERN NEVADA LIBRARY

DATE

MARTHA TALMAN, INTERIM DIRECTOR
DIXIE STATE COLLEGE, VAL A. BROWNING LIBRARY

DATE

DAVID ELLEFSEN, DIRECTOR
GREAT BASIN COLLEGE LIBRARY

DATE

GREGORY ROBINSON, DIRECTOR
NEVADA STATE COLLEGE LIBRARY

DATE

TIFFANY EVANS, DEAN
SALT LAKE COMMUNITY COLLEGE, ABRAHAM MARKOSIAN LIBRARY

DATE

