

TEMPLATE

Memorandum of Understanding Between Recollection Wisconsin and [Content Partner]

Introduction

The purpose of this MOU is to define the parameters of the collection hosting services Recollection Wisconsin will provide to [Content Partner].

Contacts

Communication regarding this agreement and the provided service should be directed to:

Recollection Wisconsin

Emily Pfothenauer
1360 Regent Street, #121
Madison, WI 53715-1255
608-616-9756
emily@wils.org

Content Partner

Name
Mailing address
Phone
Email

Service Description

Recollection Wisconsin will undertake the following activities:

1. Coordinate with Milwaukee Public Library to establish initial configuration of collection(s) on Milwaukee Public Library's CONTENTdm server and to configure appropriate metadata schema and controlled vocabularies.
2. Perform basic customizations of each collection's user interface, including banner, contact information, descriptive text and pre-configured searches at the sub-collection level. All custom content will be provided to Recollection Wisconsin by Content Partner on behalf of Content Partner's member libraries.
3. Provide Content Partner with one login to CONTENTdm Administrative interface, including permissions to approve and delete items, edit metadata, configure metadata fields and build indexes. Provide access to one installation of the CONTENTdm Project Client.
4. Communicate software upgrades, service outages and other updates to Content Partner in a timely manner. Provide basic troubleshooting and support as needed, or communicate support requests to Milwaukee Public Library staff.
5. Include collections in routine metadata harvesting procedures for Recollection Wisconsin and the Digital Public Library of America
6. Track usage statistics for collections, in the form of monthly page view counts at the collection level, and report statistics to Content Partner annually.

[Content Partner] agrees to the following:

1. All content made available through the Milwaukee Public Library's CONTENTdm server adheres to the Recollection Wisconsin Collection Policy and Copyright Policy.

2. As per the requirements of the Digital Public Library of America, all metadata made available through the Milwaukee Public Library's server is placed in the public domain under a Creative Commons Zero dedication.

3. Content Partner assumes responsibility for maintenance and storage of archival master files.

4. Content Partner assumes responsibility for coordinating the uploading of new content and metadata, approving items, indexing collections, editing metadata, and deleting items on behalf of member libraries.

5. Content Partner will act as liaison between member libraries and Recollection Wisconsin; questions, support requests, etc. should be submitted to Recollection Wisconsin through the Content Partner.

Duration of agreement/severability

This agreement will continue in effect for as long as the Recollection Wisconsin program is active. Either party may terminate their participation in this MOU by giving not less than sixty (60) calendar days' prior written notice of intent to terminate. If Content Partner chooses to remove one or more collections from Milwaukee Public Library's server, all parties will work together to achieve a suitable solution for export/migration of content and metadata.

Agreed to and accepted by:

Recollection Wisconsin

Content Partner

Signature

Signature

Name

Name

Title

Title

Date

Date