

Upper Peninsula Digital Network (UPLINK) Governance Policy

1.0 Introduction

The Upper Peninsula Digital Preservation and Access Network (UPLINK) is a collaborative membership organization committed to the preservation and documentation of Upper Peninsula history. A board of directors representing the region's universities and heritage organizations governs the Network. Northern Michigan University, Michigan Technological University and Lake Superior State University comprise UPLINK's principal service hubs. Each institution manages and maintains a full-service digitization workstation capable of converting textual and analog media to digital formats; curates and provides public access to digital collections via *Islandora*; creates digital object metadata and collection level finding aids on *ArchivesSpace*; and publishes item metadata via the *Digital Public Library of America* (DPLA) and other emerging state and national networks. UPLINK is also a participating member of the *Michigan Digital Preservation Network*.

1.1 Mission Statement

UPLINK's mission is to collaboratively manage and sustain a low-cost, secure, and geographically distributed digital preservation and access service for locally created digital primary source material documenting the history of the Upper Peninsula of Michigan.

1.2 Governance

UPLINK is a collaborative, membership organization governed by a Board of Directors responsible for the overall management, coordination, communication, and reporting. Standing committees of the Board of Directors manage the Network's various tasks, such as finance, membership, appraisal and acquisition, technical policy and procedures, and educational outreach. Three permanent members, representing NMU, MTU, and LSSU, and five two-year term positions, each representing an Upper Peninsula heritage institution, comprise the membership of the Board of Directors (see Board of Directors operating bylaws).

1.3 Program Operating Principles and Objectives

Cooperative digitization efforts provide a number of benefits to host institutions and collaborators. These projects broadly benefit scholars, students, and teachers by raising awareness and providing convenient access to primary source materials that might otherwise languish unknown and unseen. Organizing and sustaining large collaborative projects can be challenging. UPLINK is guided by the Educopia Institute's *Community Cultivation: A Field Guide*. The *Guide* offers an accessible and easy to implement framework that follows the lifecycle stages of a collaborative project. These lifecycle stages are *Formation* (developing and sharing resources); *Validation* (the community demonstrates value and validity); *Acceleration* (demonstrates internal and external stability); and *Transition* (understands and addresses changing needs).

Within this collaborative framework, UPLINK is committed to the

- long term preservation and accessibility of cultural heritage content;
- collaborative adoption and implementation of policies and procedures;
- professional selection and acquisition of content documenting the history of the Upper Peninsula of Michigan;
- management and maintenance of three full-service digitization workstations capable of converting textual and analog media to digital formats;
- implementation of *Islandora* as the digital preservation and access system.
- creation of collection-level finding aids on *ArchivesSpace*;
- and the publication of item metadata via the *Digital Public Library of America* (DPLA) and other emerging state and national networks.

2.0 Membership

Any qualified heritage institution (library, museum, archives) in the Upper Peninsula of Michigan whose activities and objectives are consistent with UPLINK's mission, principles, and objectives may apply for membership in the Network. UPLINK's Membership Committee will consider all membership applications. The Committee may request additional information about an applicant's analog and digital collections, resources (human and financial), and technical capabilities. The Committee reserves the right to conduct an additional site visit if necessary.

Qualified institutions may apply for annual membership in UPLINK by completing the online application form. Applicants may also mail a completed application and supporting documentation to the following address:

Central Upper Peninsula and NMU Archives
 HRDN 126, Attn: UPLINK
 1401 Presque Isle Ave
 Marquette, Michigan 49855

2.1 Length of Membership

All members share rights and responsibilities in common, including agreeing to retaining membership for 3 years. This period provides some predictability for UPLINK in accommodating growth and improving services. However, any member may withdraw from UPLINK by notifying the UPLINK Membership Committee in writing of its intention to withdraw. All digital content contributed to UPLINK may remain in the network indefinitely upon mutual agreement of the member organization and the UPLINK Board of Directors. The UPLINK Board of Directors reserves the right to remove content from the network should it determine a) content is deemed unsuitable or b) content was submitted without proper copyright clearance.

3.0 Copyright, Intellectual Property, Data Ownership, and Indemnification

All UPLINK members bear primary responsibility for determining ownership and their right to preserve content prior to submitting it for digital conversion and ingestion into the Network. However, UPLINK will provide each member institution professional consultation and

assistance in determining copyright, intellectual property, and data ownership. UPLINK will work to comply with the 1976 Copyright Law (title 17, U.S. Code), related guidelines issued by the U.S. Copyright Office, and subsequent U.S. laws affecting copyright.

All members agree to hold UPLINK and member institutions harmless in the event of infringement, claims of infringement, loss of data, interoperability, and any other technical standards and governance claims by waiving any rights of recovery for any costs or damages associated with their relationships to an agreement with UPLINK.

4.0 Digital Storage and Preservation Plan

The impermanent nature of digital formats presents serious challenges to their long-term preservation and accessibility. UPLINK actively collects historical manuscript collections in digital formats that arrive in different storage media, such as magnetic film, cassette tapes, floppy disks, flash drives, hard drives, or even through email attachments. At the same time, UPLINK conducts large-scale digital conversion projects of text, moving film, audio recordings, and photographic collections.

UPLINK will provide basic digital preservation management, such as providing off-site back-up, regular fixity checks, and format migration. When possible, UPLINK will participate in the Michigan Digital Preservation Network (MDPN). MDPN is a LOCKSS based “dark archive.”

Finally, the module supports Google Analytics and for tracking patron use.