Upper Peninsula Digital Network (UPLINK)
Governance Structure and Procedures Report

Prepared by
Marcus C. Robyns, CA (NMU)
Beth Gruber (MRHC)
Lindsay Hiltunen (MTU)
Mary June (LSSU)
Bruce MacDonald (PWPL)

Introduction

During the summer of 2019 (June – September), with support from an NMU *Faculty research* grant, NMU archivist, Marcus C. Robyns, visited 17 Upper Peninsula heritage organizations and received 9 responses to an online survey from institutions he was unable to visit. The 26 institutions represent 79 percent of the 33 heritage institutions in the Upper Peninsula. Robyns gathered data on historical manuscript collections and interviewed staff. Interview questions focused on governance, operations, funding, and the management of digital material. Robyns inventoried historical manuscript collections, focusing on noteworthy material contributing to the documentation of Upper Peninsula history. He also identified and inventoried significant digital collections as either stand-alone items or components of larger analog collections.

With support from a National Historical Publications and Records Commission (NHPRC) *Planning Grant*, representatives from Northern Michigan University (NMU), Michigan Technological University (MTU), Lake Superior State University (LSSU), the Peter White Public Library (Marquette), and the Marquette Regional History Center formed a planning team to analyze the data Robyns gathered the previous summer. From this analysis and further research, the team developed the administrative structure, policies, and procedures for a collaborative Upper Peninsula digital preservation and access network, known as **UPLINK** (**U**pper **P**eninsula **Di**gital **N**etwor**k**).

This report consists of the following administrative and procedural documents:

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 *Preservica*; 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 *Stepping Stones* state wide 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 Principals 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 workstation capable of converting textual and analog media to digital formats;
- implementation of *Preservica* as the digital preservation and access system.
- creation of digital object metadata and 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 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 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
Marquettte, Michigan 49855

2.1 Length of Membership

All members share rights and responsibilities in common, including agreeing to retraining 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. NMU subscribes to the Archives of Michigan's *Preservica Consortium*. *Preservica* is a vendor based OAIS reference model digital preservation and access service. NMU uses *Preservica* to preserve and make accessible born-digital or digitally converted primary source material. 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.

Preservica provides built-in SIP, AIP, and DIP archival protocols; has the ability to monitor the ingestion and migration of digital records; can perform fixity checks and virus scans on files during ingest; has the ability to migrate, emulate, or normalize file formats; and has a customizable web interface that allows internal and public users to browse, discover, search, view and download open content. At the same time, UPLINK will create appropriate back-ups of all digital objects on external hard-drives and conduct the proper maintenance, security and data management.

UPLINK will utilize *Preservica's* public access module to provide universal access to the network's content. The access module is customizable and provides for extensive administrative control over access. The module supports access through multiple devices, such as tablets and smart phones, and users can easily share material via social media networks.

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

Upper Peninsula Digital Network (UPLINK)
Board of Directors
Operating By-laws

Article 1 – Name

The name of the organization is the **U**pper **P**eninsu**l**a **D**igital **N**etwor**k** (UPLINK). UPLINK is a collaborative network of heritage organizations (libraries, museums, and archives) dedicated to the preservation and documentation of the history of the Upper Peninsula of Michigan.

Article II – Mission

The mission of UPLINK 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.

Article III – Board of Directors

A Board of Directors governs UPLINK and is responsible for the overall management, coordination, communication, and reporting. Three permanent members, representing Northern Michigan University (NMU), Michigan Technological University (MTU), and Lake Superior State University (LSSU), and five two-year staggered term positions, each representing a member heritage institution, comprise the membership of the Board of Directors. A chair, chair-elect, and secretary comprise the Board executive officers. The executive officers are elected by the UPLINK membership by a simple majority vote at the annual summer meeting. The Board of Directors will meet once quarterly and a quorum of the Board is 2/3 of the members.

The Central Upper Peninsula and Northern Michigan University Archives will serve as the administrative headquarters for UPLINK and the Board of Director.

Article IV – Board of Directors Chair

The Board chair serves for one year. The chair is primarily responsible for convening and running all board and membership meetings; calling for and preparing meeting agendas; and brings all strategic items before the Board for consideration and vote. In addition, the chair serves as the spokesperson for UPLINK.

Article V – Board Chair-elect

The chair-elect serves for two years with the second year serving as the Chair of the Board of Directors. The chair-elect is primarily responsible for convening the standing committees of the Board to evaluate and document progress regarding active working items. The chair-elect will assist the outgoing chair with preparing agendas for Board meetings.

Article VI – Board Secretary

The secretary serves for one year with the opportunity for renewal. The secretary is primarily responsible the recording and distribution of meeting minutes for all Board and membership meetings. The secretary is also responsible for issuing notifications of meetings, calls for nominations for all open Board positions, and reviewing the results of all voting elections.

Article VII – Standing Committees

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. The Board of Directors appoints the members of the standing committees from the general membership. Each committee has a minimum of three members. Terms of service are for two years with the opportunity for renewal.

- Finance Committee
  The Finance Committee will serve as an advisory body to the Board of Directors. The Committee will review the financials and make recommendations to the Board concerning fees and expenditures as necessary.

- Membership Committee
  The Membership Committee will promote UPLINK to prospective member organizations and interact with current members to gather information about their experience and needs as they relate to the long-term preservation and access to digital content. The Board past chair serves as chair of this committee for one year.

- Appraisal and Acquisition Committee
  The Appraisal and Acquisition Committee will be responsible for making decisions concerning the acquisition of material into the Network. The Committee will ensure that collections accepted for ingestion into the Network meet the minimum guidelines and requirements of the appraisal and acquisition policy.

- Technology Committee
  The Technology Committee will be responsible for research and evaluation of digitization standards, equipment, software, storage, and workflows related to the long-term preservation and access to digital content.

- Educational Outreach Committee
  The Educational Outreach Committee will be responsible for developing publicity program designed to raise public awareness of the UPLINK, its services, and collection contents. The Committee will also work with educators in the region to develop lesson plans and educational activities for the region's public schools.

Article VIII – Membership Meetings

Membership meetings will be held once each year. The Board of Directors will set the agenda. Each meeting will occur during the month of July or early August. Members will vote to elect officers to serve on the Board of Directors and for any proposed changes to the operating bylaws. Members unable to physically attend the membership meeting may make arrangements to participate virtually. Members may present items to the Board secretary for inclusion on the agenda two weeks prior to the meeting date. A quorum consists of one-third of the member organizations.

Article IX – Nominations and Elections

Anyone affiliated with a member organization in good standing may stand for election or serve on the Board of Directors or on a standing committee. Nominations are due one month prior to the meeting following the July membership renewal. Members can self-nominate for any open position on the Board or standing committee. The membership will elect candidates by a simple majority vote.

Each member organization has one vote. Voting electronically or by proxy is permissible up to one week in advance of the membership meeting by notifying the Board secretary. In case of a tie vote, the Board chair will cast the deciding vote.

The Board secretary will compile and announce the voting results to the membership. All elected individuals will assume office and responsibilities immediately following announcement of the election results.

Article X – Amendments to the Governance Policies and Bylaws

UPLINK governance policies and operational bylaws may be amended at any time by a 2/3 majority vote of the membership. The Board of Directors shall ensure that member organizations receive notice of the proposed amendments sixty days prior to a vote. Any individual affiliated with a member organization in good standing may present a proposed amendment for consideration and a vote of the membership.

Upper Peninsula Digital Network (UPLINK)
Membership Agreement

Mission
The mission of UPLINK 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.

Eligibility
Any 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 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

Marquettte, Michigan 49855

An individual with organizational signature authority for the institution joining UPLINK should complete this agreement. The signature indicates agreement to the terms and conditions of the document entitled, *Upper Peninsula Digital Network Governance Policy*.

Membership Categories

Services	Basic	Standard	Standard Plus	Premium
Previously digitized materials remain online	x	x	x	x
Can participate in governance meetings/sit on board	x	x	x	x
Digitization (material digitized and returned)		x	x	x
ArchivesSpace (Collection level description)		x	x	x
ArchivesSpace (Digital Objects)			x	x
DPLA (Michigan Hub)				x
Digital Preservation / Curation (Preservica, state preservation network or another platform)				x
Internet Access (Preservica Universal Access or another platform)				x

Basic Membership: This level of membership allows previously digitized materials to remain online as well as allowing the institution to have a representative on the board of directors and attend membership meetings. It has a sliding fee based on institution's total budget and/or their total expenses as found in their most recent IRS 990 form.

- Annual budget up to $1,000 = $25 (this covers 4 of the visited institutions)
- Annual budget $1,000 - $5,000 = $50 (this covers 7 of the visited institutions)
- Annual budget $5,000 - $50,000 = $75 (this covers 5 of the visited institutions)
- Annual budget $50,000 and up = $100 (this covers 4 of the visited institutions)

Standard: This level of membership adds on digitization of materials and collection level descriptions using ArchivesSpace. The cost is $100 per linear foot of materials. Up to half of this can be an in-kind contribution (i.e. if the organization has a volunteer do the digitization, the cost is $50 per linear foot of materials for use of the equipment.)

Standard Plus: This level of membership adds on digital objects using ArchivesSpace. The cost is $200 per linear foot of materials. Again, up to half can be an in-kind contribution (i.e. $100 if

they have a volunteer doing the work; or if they do the digitization but have the university doing the collection level finding description and digital objects, $150).

Premium: This level of membership adds on inclusion in the Michigan Hub of the DPLA, digital preservation and curation using Preservica or another platform, and internet access using Preservica Universal Access or another platform. There is no fee for this level because the material is donated to one of the universities (due to the agreements preventing third party materials on Preservica). As such, the universities assume the costs of digitization/processing/access.

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Upper Peninsula Digital Network (UPLINK)
Appraisal / Acquisition Policy and Procedures

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1.0 Mission Statement

The mission of UPLINK 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.

2.0 Eligibility

Any UPLINK member heritage institution in good standing may contribute analog or born-digital historical manuscript item(s) or collection(s) to the UPLINK network. Any original item(s) or collection(s) documenting the history of the people, places, or events of the Upper Peninsula of Michigan are eligible for consideration and submission to UPLINK.

3.0 Selection Guidelines for Digitization (Adapted from DigitalNC)

When selecting materials for submission to UPLINK, member organizations might consider the following broad guidelines. At any time in the process of selection, member organizations should contact UPLINK staff for support and guidance.

- **Materials that Document Underrepresented Members of the Community**
  Some of the rarest materials held by Upper Peninsula heritage institution are those that document the history of race, gender, social-economic class, ethnicity, and religious orientation. Selection of items or collections about underrepresented or marginalized members of a community tell a fuller story about the Upper Peninsula's important history.

  Example: Records of labor unions or ethnic fraternal organizations.

- **Popular and Heavily used Materials**
  For many heritage organizations, photographs, yearbooks, and local history materials are the most heavily used historical records in their collections. If many people are already

using and enjoying the materials, chances are good that even more will appreciate having easy online access.

> **Example**: Historic photographs documenting the construction of the local high school in the 1920s.

- **Unique Materials**
  What do you have in your collection that nobody else has? Most heritage organizations have published material such as county histories or newspapers on microfilm that, while popular, may also be available at other archives and libraries. Member organizations should consider digitizing one-of-a-kind materials in their collections, such as historic photo albums, handwritten diaries, and ledgers. Not only does this guarantee that somebody else will not duplicate the digitization work, it also helps to emphasize the unique elements of your collection.

  > **Example**: Early nineteenth century business ledger documenting shipment of supplies to mining camps in the central Upper Peninsula.

- **Difficult Materials**
  Many historical records document amazing activities and subjects but are very difficult to use. Old scrapbooks, large maps, material in disrepair, film, and video are good examples. Member organizations should consider digitizing these items and collections so that they can share them with a wider audience without further damaging fragile or difficult to handle items.

  > **Example**: A family scrapbook compiled in World War II with highly acidic paper, glues, and tape.

5.0 Method of Submission

Member institutions may select from the following options the type of submission.

- **Donation**
  Member institutions may choose to donate material to Northern Michigan University Archives, Michigan Tech University Archives, or to Lake Superior State University Library. However, such a donation must be consistent with each institution's collection development policy. A donation will transfer ownership, copyright, and possession of the collection without restriction to access or use. See UPLINK *donor agreement form*.

- **Deposit**
  This agreement provides for the temporary deposit with the Upper Peninsula Digital Preservation and Access Network (UPLINK) historical analog material for the purpose of digitization and publication online. See UPLINK *deposit agreement form*.

- **Non-Exclusive Copyright License**
  This agreement grants UPLINK non-exclusive license to post digital material online free with universal public access. The member organization retains all other rights in the copyright work, including without limitation, the right to copy and distribute the work. See UPLINK *non-exclusive copyright license form*.

5.0 Archival and Technical Appraisal Guidelines (These guidelines are adapted in part from Appendix C of *Appraisal and Acquisition Strategies.*[1])

UPLINK will appraise historical manuscript collections and items (born digital and analog material) for ingestion into the Network. UPLINK staff will adhere to the following professional guidelines when assessing a submission request. The staff will use information collected from the archival and technical appraisal to write a report recommending acceptance or rejection of the proposed submission. The Appraisal and Acquisition Committee of the UPLINK Board of Directors will decided upon acceptance or rejection of the submission. See UPLINK *Board of Directors Operating Bylaws*.

A. **Archival Appraisal** (for analog and born digital submissions)

- Level of Arrangement and Description
  Determine the level of processing. Is the collection arranged by series and sub-series? Have items been transferred to acid free enclosures? Have any finding aids been created? If so, what finding aids?

- Physical Condition
  Is the collection in good, fair, or poor physical condition? What is the extent of disrepair, if any? Will the collection require minimal or extensive conservation work?

- Content Value
  Does the material align with institutional collection development policy and the mission of UPLINK? Is the informational content unique? Is there an alternative organization more suited to the preservation of the material? Does the content hold high informational research value for current and future users? Explain the kinds of information that appear in these records, giving enough detail to help others understand the value, quantity, and quality of this information. Explain any gaps in the records, whether chronological or informational, and note if there are any issues that might bring the reliability or authenticity of the records into question.

- Structure
  Evaluate and explain the structure of the records, even if that structure is overall disorder. Outline how the records are conceptually organized, and provide information on the physical organization of records spread across various storage locations and devices.

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[1] Geof Huth, "Module 14: Appraising Digital Records", in *Appraisal and Acquisition Strategies*, ed. Michael Shallcross and Christopher Prom (Chicago, Society of American Archivists, 2016), 60-65.

Describe how the system's original users located records in the system, and indicate whether that same methodology can be employed for secondary use.

- Cost
  Estimate the costs for commercial or distributed digital preservation over time and the development of discovery and access. Estimate the cost to replace, reprocess, or re-digitize analog materials.

- Restrictions
  Are there rights or access restrictions on the content that will require long periods without public access? Are the rights unknown or unclear? If rights are known, is it understood how access and preservation actions will reflect them?

B. **Technical Appraisal** (for born digital submissions)

- Responsibility for Record Creation
  Explain who is responsible for maintaining this system, series, or collection. Include information on those who maintain the data and those who maintain the technical infrastructure and functioning of the system. If the creator receives some of the data from the outside, describe those who submit the data and how submission occurs. (Note that those responsible for technical design and maintenance may come from outside the organization.) For the records of individuals, there is likely no technical maintenance beyond the individual.

- Technical Specifications
  Provide detailed specifications of the technical aspects of the system, such as hardware and software. This information provides the appraiser with the information needed to evaluate the archives' ability to maintain and preserve the records. Investigate and report on whether there are data migration difficulties, such as TIFF files with proprietary headers or file formats with no known preservation path. Examine and describe any data compression or encryption used in the system and how these were implemented. Evaluate how the archives will be able to accession and preserve records with these technical characteristics.

- Size of Digital Items
  Indicate the overall size of the system in mega- or gigabytes. Calculate the number of archival files in the system versus the total number of files, and determine the means to cull the non-archival records. Estimate the anticipated increase of records per year in either bytes or number of files.

- Structure and Relationships
  Examine, define, and possibly illustrate the file structure of these records. Describe the file naming conventions, if any, and the native or human-created metadata within the

system. Collect, review, and summarize any user manuals, codebooks, or other guides that describe the system and its use—and note any limitations of these, such as being out of date. Describe the relationship of these records to other electronic or analog records.

- Data Quality
Evaluate the accuracy of the data by interviewing the creators and by evaluating the tools and processes the creators use to verify accuracy. Estimate the completeness of the data, and identify any missing or legacy data maintained outside the system, such as in an abandoned system or offline.

- Storage
Provide detailed description and analysis of data storage used for the system, series, or collection. Cover data storage that is active or inactive, online or offline, such as primary storage, removable media, backups, and cloud services. Indicate the frequency of backups and all related backup procedures, and identify any that may lead or have led to data loss or corruption.

5.0 Method of Transfer

- Transfer of Analog Collections and Items

  Member organizations donating or placing on deposit analog material must arrange and provide for transportation to the appropriate UPLINK service hub.

  Before UPLINK can accept historical records for digitization, the member organization must first "process" the collection. Archivists refer to processing as "arrangement and description" – the organization of a collection in identifiable categories, basic document conservation and the creation of collection level finding aids with folder or item level (small collections) inventories. Please contact UPLINK staff for assistance determining the appropriate level of collection processing.

- Transfer of Digital Collections and Items

  Member organizations donating or placing on deposit digitized or born-digital records may use a number of different transfer methods. Transfer methods include, but are not limited to, delivery of hard-drives, flash-drives, the use of third party cloud services, and email attachments. All transfers must include directory, file format information, and system documentation.

  Whatever the method, the transfer of digitized or born-digital records must protect the records' integrity, accuracy, and completeness. Member institutions should contact UPLINK staff to determine the most appropriate and cost effective method of transferring digital records to the Network.

<u>U</u>pper Peninsu<u>l</u>a Dig<u>i</u>tal <u>N</u>etwor<u>k</u> (UPLINK)
Deed of Gift and Agreement

[Heritage Organization] hereby donates the materials described below to [NMU, MTU, or LSSU] for submission into the Upper Peninsula Digital Network (UPLINK) as an unrestricted gift, and hereby transfers and assigns to [NMU, MTU, or LSSU] all legal title, copyright, and literary property rights to the materials except for limiting conditions specifically stated below. There are no restrictions on the [Heritage Organization] to make this gift. [Heritage Organization] acknowledges that it is responsible for the valuation of the gift and, if greater than $5,000, that an appraisal may be required by the IRS.

[NMU, MTU, or LSSU] may use its discretion to dispose of individual items inappropriate for its collections. [Heritage Organization] agrees that any materials in this collection, which are not retained by [NMU, MTU, or LSSU], shall be returned to the [Heritage Organization], if specifically stated below, or disposed of as it sees fit.

[NMU, MTU, or LSSU] may duplicate, microfilm, digitize, or make available electronically and online these materials and may produce further copies within the limits of Federal copyright laws.

Donor or Donor's Authorized Representative:

NAME	PHONE:
ADDRESS:	E-MAIL:
CITY, STATE, ZIP CODE:	OTHER CONTACT INFORMATION:

Description of Collection:

Collection Author:
Collection Title:

Volume/Number of Boxes:	Inclusive Dates:	Physical format:

Description of Materials:

Restrictions on the use of and/or access to this collection:

Special Disposition Instructions:

Special Conditions as specified by the donor:

_____   _____

Donor or Agent Signature   **Date**

_____   _____

Second Donor or Agent Signature (if applicable)   **Date**

_____   _____

Agent for [NMU, MTU, or LSSU] **Signature**   **Date**

DEPOSITORY AGREEMENT
Between
The Upper Peninsula Digital Network (UPLINK) and the [Heritage Organization]

I. <u>Purpose</u>

This agreement provides for the temporary deposit with [NMU, MTU, or LSSU] historical analog material for the purpose of submission to the Upper Peninsula Digital Network (UPLINK). UPLINK is a collaborative membership organization committed to the preservation and documentation of Upper Peninsula history. Historical analog materials and digital surrogates owned or created by the [Heritage Organization] (hereafter referred to as Depositor) will support UPLINK's mission 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.

II. <u>Title to Records</u>

Title to the records shall remain in the possession of the Depositor. However, the parties to this agreement shall review its terms within five years of signing.

III. <u>Statement on Copyright and Public Access</u>

The Depositor retains all copyrights, which it has in the materials, including all publications. However, the Depositor grants UPLINK non-exclusive license to publish online digital surrogates for free and universal public access. See attached separate license agreement.

IV. <u>Responsibilities of [NMU, MTU, or LSSU]</u>

[NMU, MTU, or LSSU] shall have the following responsibilities under this Agreement:

Maintain on deposit historical records and materials owned by the Depositor until the completion of their digitization; provide all necessary storage space with proper shelving in a structure that has adequate protection against fire and theft.

V. <u>Responsibilities of UPLINK</u>

UPLINK shall have the following responsibilities under this Agreement:

Digitize analog material according to professional standards and accepted formats for long term preservation and online public access; create digital object metadata and collection level finding aids on *ArchivesSpace;* publish digital items and metadata via the *Digital Public Library of America* (DPLA) and other emerging state and national networks.

VI. **Responsibilities of the Depositor**

The Depositor shall have the following responsibilities under this Agreement: select historical manuscript collections for digitization that meet UPLINK's acquisition guidelines; provide for the transfer of all such collections to one of the three UPLINK digitization service stations; reimburse the UPLINK for all supplies needed in the processing of the deposited records.

Should the Depositor unilaterally withdraw the records, the depositor will reimburse UPLINK for all costs including transfer, supplies and services, and storage outstanding at the time of withdrawal or termination of the agreement.

VII. **Amendment or Termination**

The parties may amend this Agreement at any time by mutual consent. All amendments must be in writing.

Either party may terminate this Agreement by giving written notice to the other party not less than three months prior to the date of intended termination. Upon termination of this Agreement, UPLINK shall transfer all records in its possession to the [depositor].

VIII. **Signatories**

The signatories warrant that they are authorized to execute this Agreement on behalf of their respective agencies.
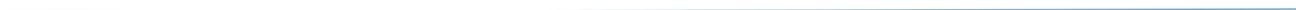
[depositor]   [NMU, MTU, or LSSU] Representative

_____   _____
(name of signatory)   (name of signatory)

_____   _____
Date   Date

Upper Peninsula Digital Network (UPLINK)

NON-EXCLUSIVE COPYRIGHT LICENSE

Date:

Re: Non-Exclusive Copyright License between [Heritage Organization] and the Upper Peninsula Digital Network (UPLINK)

The [Heritage Organization] acknowledges and confirms that it is the sole copyright owner of the historical manuscript collection described below.

[Heritage Organization] hereby grants the UPLINK non-exclusive license to post online free and universal public access the digital surrogates of the following historical manuscript collection:

Collection Name:

Scope and Content:

Inventory of Digital Surrogates (see attached)

[Heritage Organization] retains all other rights in the copyright work, including without limitation, the right to copy and distribute the work.

_____   _____

Heritage Organization Representative   Date

_____   _____

UPLINK Representative   Date