

Montana Memory Project Collection Policy

1. Project Description

The [Montana Memory Project](#) (MMP) is an online resource for digital collections relating to Montana's cultural heritage. These collections help to document the Montana experience. Access is free and open through the Internet. Many of these items are digitized reproductions of historic material, and some items are contemporary. All content serves as a resource for education, genealogy research, business, pleasure, and lifelong learning.

Montana libraries, museums, archives, and cultural institutions add materials to this collection.

1.1 Purpose

To provide free and open access to Montana related digital materials. These materials provide opportunities for education, genealogy research, business, pleasure, and lifelong learning. The Montana Memory Project encourages Montana cultural institutions to digitize and share historic and contemporary resources.

MMP is not a preservation tool, and it does not store digital files for preservation purposes. It is an access platform only. Thus, MMP should not be used as a replacement for preservation, or as a substitute repository for archives. Partners should retain the original items of all material submitted to MMP and employ their own preservation plans for those items. Digital materials may be preserved through OCLC 's Digital Archive – see details in section 4.4.

1.2 Scope

The digital collection of the Montana Memory Project may include maps, photos, rare books, documents, publications, diaries, oral histories, audio recordings, video recordings, paintings, illustrations, art and other cultural materials. The items can be historic or contemporary as long as they relate to Montana's cultural heritage.

1.3 Mission

The Montana Memory Project encourages cultural institutions to digitize historic and contemporary resources reflecting Montana's rich cultural heritage and to make them freely available for lifelong learning.

2. Partner Eligibility

Partner eligibility is open to all institutions in Montana that have material with clear and meaningful connections to the history and culture of Montana. Eligible institutions include:

- Libraries
- Schools
- Historical Societies
- Archives
- Charitable or philanthropic institutions
- Non-profits
- State agencies in Montana and other local government entities

3. Content

3.1 Subject Areas

Possible subject areas include but are not limited to:

- Agriculture and Homesteading
- City History
- County History
- Government Records
- Hunting and Conservation
- Journals and Correspondence
- Maps
- Military
- Mining
- Native Americans
- Public Lands
- Science and Technology

3.2 Collection Criteria

The MMP Director and a staff member from the Montana Historical Society will evaluate MMP Collection Applications to ensure they fit the scope of this Policy.

3.3 Character of Collections

Succinctness: Ideal collections will highlight a specific collection or topic in a Partner's holdings by offering either the entirety of or a representative sample of the items in a specific collection or topic.

Historical Value: Ideal collections will demonstrate their historical significance by telling a specific part of the story of Montana.

Usability: Ideal collections will have comprehensive metadata that provide context, and enable users to identify who, what, when, where, and why of all collection material.

Uniqueness: Ideal collections will be unique, defined in this Policy as, material that is relatively unavailable or inaccessible from other sources, and contains special properties of literary, artistic, political, or historical value that connect to broader patterns of state development and set it apart from more commonly found content.

Distinctness: Ideal collections will be curated to minimize redundancy and duplication. The content and description of material should be distinct from other material within the collection, and from other collections on MMP.

Publication Status: Material may be published or unpublished.

3.4 Size of Collection

There is no fixed limit on the material or data size of a collection, but MMP will work with each Partner to determine the appropriate size for each proposed collection.

A general goal is a minimum of 25 items for each collection. Partners who wish to submit larger collections (over 500 items) should consider breaking down the material into multiple collections if an appropriate division can be made. Notable exceptions include serial publications and ongoing documentation (e.g. annual reports).

3.5 Types of Material

Material may be digitized, or born-digital. MMP will accept most types of material, including but not limited to text, photographs/images, maps, audio and video recordings (e.g. oral histories), and ephemera.

3.6 Watermarking

Watermarks are discouraged. Partners may use watermarks or other branding features for image protection, but the watermark should not hinder research value by blocking significant content from view.

4. Digitization Guidelines

4.1 Digital Standard

A minimum standard of 300 ppi (pixels per inch) TIFF file is encouraged for text and image files, but some customization may be necessary. Content should

remain readable even after magnification, without resulting in significant blurring or pixilation.

4.2 File Formats

Material may include text, image, audio, or video files. Material may be in any format that can be accessed by common browser and software applications, including but not limited to, TIFF, PDF, MP3, and MP4.

4.3 Maintenance/Migration

If a Partner has material in formats that are deemed obsolete by commonly held technology standards, the Partner will need to migrate this material to current and accessible formats before offering to MMP.

If Montana State Library (MSL) changes MMP's content management system, MSL will assume responsibility for migrating MMP collections from the old system to the new one.

4.4 Storage and Preservation

MMP is not a storage or preservation tool. Partners that contribute master or preservation copies of digital files to MMP should employ additional methods to store and protect such files. MMP is not an archive or preservation repository.

MMP contributors can use OCLC's Digital Archive for long term preservation of digital content.

The Digital Archive is a managed storage environment for your content. Your content will be stored in the format and directory structure in which you send it to OCLC for processing. As each batch of content is received by OCLC, the Digital Archive performs an Ingest process. During Ingest processing, the Archive:

- checks the content against the electronic shipping manifest,
- checks each file for viruses,
- verifies each file's data format using JHOVE, and
- creates a digital fingerprint for the file so the Archive can do an independent "fixity" check to verify that no bits in the file have been altered in the future.

After ingest processing, an Archive Accession Report is created for you to review.

5. Metadata Guidelines

Currently the Montana Memory Project uses Dublin Core to catalog collections in CONTENTdm. All digitized items will have a descriptive metadata record. This record will be the Dublin Core record stored in CONTENTdm.

MMP strives to have standardized records that:

- provide detailed descriptions to inform and educate users
- enhance online search and retrieval accuracy
- improve resource discovery capabilities
- improve quality control of metadata records
- facilitate inter-institutional interoperability for multiple partnership opportunities

All contributing institutions must follow the ***Montana Memory Project Metadata Guidelines*** when creating metadata records for items in the MMP.

6. Copyright

Partners must comply with copyright law when submitting material to MMP. Partners must ensure that material submitted to the MMP is in the public domain, is free from copyright, copyright is owned by the Partner, or appropriate copyright permissions have been secured.

Partners must choose appropriate standardized rights statements that accurately define the copyright status of every item in each collection. Rights statements are available at: <http://rightsstatements.org/page/1.0/?language=en>

Creative Commons licenses can be applied if the content is eligible. Creative Commons licenses are available at: <https://creativecommons.org/share-your-work/>

7. Submitting a New MMP Collection Application

Step 1: Plan your collection.

Step 2: Complete and submit an MMP Collection Application.

Step 3: Montana Memory Project's Selection Committee will review your collection application for approval and notify you of the results.

Sign the agreement – All new Partners are asked to sign our contributor's agreement form.

Step 4: After you have received approval, begin scanning and digitizing your collection.

Step 5: Set up a CONTENTdm software training with the Montana State Library to learn the uploading software.

Step 6: Import your items and metadata into CONTENTdm's Project Client software for approval and index.

Step 7: Review your new collection on the Montana Memory Project site.

Step 8: Celebrate your new addition to Montana's statewide digital repository!

Partners may submit multiple collections simultaneously, or additional collections in the future, but each collection requires its own Collection Application and Metadata Spreadsheet.

Partners may keep the content management software after installation, but some administrative rights are assigned as-needed.

8. Expanding an Existing MMP Collection

Partner may add material to one or more of their existing MMP collections, but Partner must inform MMP of their intent to do so by email. MMP reviews and approves the additions before they are published on the MMP

9. Removing Material from MMP

Although MMP collections are generally assumed to be a permanent addition to the site, certain circumstances may arise in which material is considered for removal. Such circumstances include:

- If a copyright dispute cannot be resolved
- If material is found to breach the privacy or cultural sensitivity of an individual or group, or related parties with vested interests in that individual or group
- If material is found to have been plagiarized or stolen from another source
- If material does not fit the scope of this Policy
- If Partner institution goes defunct, and no successor or other institution takes custody of the collection(s) exhibited on MMP

Material from MMP will not be removed without prior written notice from MMP to the appropriate Partner. Items and their corresponding metadata will be deleted from MMP's instance of CONTENTdm and all links to the content will be deleted from the website.

10. Changes to the Collections Policy

10.1 Retention/De-selection Policy

If this Policy changes, material or collections that are no longer within its scope may be revised or removed. MMP will notify the appropriate Partners, and offer to work with Partners whose collections are affected by such a change to revise their content to fit the new Policy or to find a new repository for the material.

10.2 Revision of Existing Collections

MMP may occasionally ask Partners to review their collections for the purposes of improving metadata or other content issues. If Partner and MMP cannot resolve the issues in question, the material or collection(s) in question may be removed at MMP's discretion. No material will be removed without prior written notice from MMP to the Partner.

10.3 Review of Collection Development Policy

MSL and MHS will review the Collection Development Policy annually. Partners will be notified of any changes, and receive a copy of the updated Policy. Partners whose collections are affected by a Policy change will be contacted separately to discuss necessary revisions.

11. Related Agreements

11.1 Contributing Institution Agreement – See Appendix

11.2 DPLA Data Exchange Agreement – Montana – See Appendix

Montana Memory Project: Contributing Institution Agreement

MMP Mission Statement: The Montana Memory Project encourages cultural institutions to digitize historic and contemporary resources reflecting Montana's rich cultural heritage and to make them freely available for lifelong learning.

The Institution named below agrees to the following as a Contributing Institution of the Montana Memory Project (hereinafter referred to as "MMP"):

- To read and comply with all MMP related documents found on the websites below prior to beginning digitization and the creation of metadata
 - http://libraries.msl.mt.gov/statewide_projects/montana_memory_project/Getting-Involved
 - http://libraries.msl.mt.gov/statewide_projects/montana_memory_project/For-Participating-Libraries
- To submit a completed MMP Collection Application for each new collection the Contributing Institution wishes to create in the MMP, for review.
- To make its MMP content available at the Collection level and/or Item level in WorldCat, through the CONTENTdm Digital Gateway tool or Connexion Digital Import
- To make its MMP content available on the Digital Public Library of America, with the understanding that DPLA shall publish all Metadata under the terms of the CCO 1.0 Universal Public Domain Dedication.
- To ensure that URLs to images remain functional, wherever metadata in the MMP points to content residing on a server other than the MMP hosted site
- To ensure all material submitted to the MMP is in the public domain, is free from copyright, copyright is owned by the Partner, or appropriate copyright permissions have been secured.
- To commit to the long-term preservation and accessibility of digital master files by either
 - a) depositing digital master files that correspond to access files in the MMP in the statewide OCLC Digital Archive subscription or
 - b) developing and maintaining an appropriate long-term preservation solution in-house for digital master files.
- To contribute to the ongoing growth and success of the MMP through such efforts as local web-page links to MMP collections, assisting new institutions, continuing to contribute content, sharing technical expertise and promoting the statewide nature of the collections.

Signature:

Institution Name:

Date:

Recitals:

1. DPLA has the objective to provide access to the cultural and scientific heritage of humanity available, free of charge, to its network and the public at large and has undertaken the task of ingesting, indexing, enriching and making available descriptive metadata and previews, and when appropriate, full digital objects that are part of that heritage;
2. The Data Provider has and/or can create Metadata, Previews, and/or Full Digital Objects that align with the data collecting goals of the DPLA, and is willing to provide such data to DPLA under the terms and conditions of this agreement.

Now therefore, in consideration of the foregoing recitals and other good and valuable consideration, the parties agree as follows:

Section 1. Definitions. The capitalized terms set forth below shall have the following meanings.

CCO 1.0 Universal Public Domain Dedication: The Creative Commons Universal Public Domain Dedication as published at: <http://creativecommons.org/publicdomain/zero/1.0/>. The version of CCO 1.0 Universal Public Domain Dedication that is published on the Effective Date is attached to this agreement as Appendix 1. DPLA undertakes no obligation to update Appendix 1 following any updates to the CCO 1.0 Universal Public Domain Dedication occurring after the Effective Date.

Content: A physical or digital object, such as an image, text, object, audio recording, moving image, data set, etc., that is part of the United States' cultural and/or scientific heritage held by the Data Provider, its members and/or its licensees.

Content Hub: A large data aggregation managed by a single organization where metadata and data have been aggregated using well documented and well understood schema. Examples of Content Hubs include the National Archives and Records Administration and the Smithsonian Institution. Content Hubs serve as a primary source of Metadata and Previews, and Full Digital Objects, where appropriate, for DPLA.

Data Store: The repository of Metadata, Previews, and Full Digital Objects that are aggregated, stored, and managed by the DPLA.

DPLA Data Use Guidelines: The most recent version of the data usage guidelines published by DPLA from time to time and available at <https://dp.la/info/wp-content/uploads/2013/04/DPLADataUseBestPractices.pdf>, or such other address as is determined by DPLA during the Term of the Agreement.

Effective Date: The date on which this DPLA Data Exchange Agreement is signed by the Data Provider.

Full Digital Object: A digital object, in the form of one or more images, text files, audio files, and/or moving image files, that is significantly larger than a Preview or thumbnail and that can be viewed as part of the DPLA user interface as provided by the Data Provider via an acceptable end point, i.e., IIIF.

Intellectual Property Rights: Intellectual property rights including, but not limited to copyrights, related rights, and database rights.

Hub Data: The Metadata, Previews, and Full Digital Objects provided by the Data Provider on behalf of all partners in their Hub to DPLA, including any Metadata, Previews, and Full Digital Objects provided to DPLA prior to the Effective Date of this agreement.

Metadata: Textual information (including URLs) provided by the Data Provider to DPLA hereunder that may serve to identify, discover, interpret, and/or manage Content.

Metadata Specifications: The most recent version of the Metadata specifications published by DPLA from time to time and available at <http://dp.la/about/map> or such other address as is determined by DPLA during the Term of the Agreement.

Preview: A reduced size or length audio and/or visual representation of Content, in the form of one or more images, text files, audio files, and/or moving image files, in each case, provided by the Data Provider to DPLA hereunder.

Public Domain: Content, Metadata, or other subject matter not protected by Intellectual Property Rights and/or subject to a waiver of Intellectual Property Rights.

Service Hub: A Data Provider that serves as both data aggregator and service provider (digitization assistance, metadata assistance, etc.) to organizations wishing to digitize content and contribute to the DPLA.

Third Party: Any natural person or legal entity that is not party to the Agreement

URI: Uniform Resource Identifier. URLs (Uniform Resource Locators) are URIs.

Section 2. Provision of Hub Data

1. During the Term, the Data Provider agrees to submit Hub Data in accordance with the Metadata Specifications, including but not limited to all required Metadata fields specified by the current version of the DPLA Metadata Application Profile (DPLA MAP). The Data Provider shall determine what Hub Data it provides to DPLA. For the avoidance of doubt, the parties agree that any Hub Data provided to DPLA prior to the Effective Date is and shall be subject to the terms of this Agreement.
2. The Data Provider shall use best efforts to provide DPLA with correct Hub Data for the Content, including the identification of Content that is Public Domain. The Data Provider agrees to assign standardized rights statements from RightsStatements.org to all Hub Data by the end of the calendar year 2018.
3. The Data Provider agrees that it has not and shall not knowingly provide DPLA any material or data that is subject to Intellectual Property Rights of Third Parties unless such Third Parties have authorized the Data Provider in writing to waive such Intellectual Property Rights and include such data in the Hub Data that will be provided to DPLA pursuant to all terms set forth herein.
4. The Data Provider hereby grants to DPLA a worldwide, non-exclusive, fully paid, royalty free, sub-licensable (through one or more channels) irrevocable license under the Intellectual Property Rights in the Hub Data to use and publish such Hub Data in accordance with the Agreement.

5. Within 30 days of the Data Provider's request, DPLA shall collaborate with the Data Provider regarding the correction, update, and removal of Hub Data, including with respect to any Hub Data that is or may become the subject of a Violation (defined below).
6. If the Data Provider is approved by DPLA as a Service Hub, it will provide a minimum of 50,000 metadata records, along with associated Previews, and when appropriate, Full Digital Objects, to DPLA during the Term.
7. If the Data Provider is approved by DPLA as a Content Hub, it will provide a minimum of 150,000 metadata records, along with associated Previews, and when appropriate, Full Digital Objects, to DPLA during the Term.

Section 3. Use of Metadata

1. Subject to the terms of this Section 3, DPLA shall include the Metadata in the Data Store held by DPLA and shall publish these Metadata as a part of this Data Store.
2. The Data Provider hereby provides the Metadata to DPLA and the public subject to the terms of the CCO 1.0 Universal Public Domain Dedication. DPLA shall publish all Metadata under the terms of the CCO 1.0 Universal Public Domain Dedication. The Data Provider hereby waives - to the greatest extent permitted by, but not in contravention of, applicable law - all Intellectual Property Rights in the Metadata.
3. When making available Metadata to the public, DPLA will (i) provide a link to the DPLA Data Use Guidelines and the CCO 1.0 Universal Public Domain Dedication, (ii) give attribution to the Data Provider and to any Third Parties designated by the Data Provider (in each case, to the extent that it is possible to do so), and (iii) identify any translation or transcription based on Hub Data as a translation or transcription.

Section 4. Use of Previews

1. Notwithstanding paragraphs 2 and 3 of this section, DPLA may allow use of the Previews by visitors of the user interface at <https://dp.la/> and via the Application Programming Interface (API) as allowed under the Fair Use of Section 107 of United States copyright law (title 17, U.S. Code).
2. DPLA may store in the Data Store and publish on <https://dp.la/> all Previews provided by the Data Provider, though only in combination with the Metadata that pertains to the same Content.
3. DPLA may publish the URIs pointing to the Previews together with other Metadata, unless the Data Provider indicates to DPLA in writing that it does not allow DPLA to do so. In the latter case, DPLA will only use the Previews in accordance with paragraph 2 of this section.

Section 5. Use of Full Digital Objects

1. Once rights labels from RightsStatements.org are applied to Data Provider's Metadata, the Data Provider grants DPLA permission to reuse Full Digital Objects that fall into the rights categories under No Copyright (<http://rightsstatements.org/page/1.0/?language=en#rights-statements-forobjects-that-are-not-in-copyright>), No Known Copyright, or are licensed under a Creative Commons license, as identified by URIs in the metadata record.
2. DPLA intends to use full images from Data Providers that provide International Image Interoperability Framework (IIIF) endpoints. If the Data Provider has a IIIF endpoint, it hereby agrees to share that information with DPLA for full integration of all content available via IIIF.

Section 7. Liability and Notice and Take Down

1. The Data Provider shall ensure that the provision of the Hub Data by the Data Provider and the performance by DPLA hereunder does not constitute an unlawful act towards a Third Party (a "Violation"), including but not limited to: a. a violation of Intellectual Property Rights of a Third Party; b. an infringement of personality, privacy, publicity, or other rights; or c. an infringement of public order or morality (hate speech, obscenity, etc.).
2. DPLA reserves the right to take down any Hub Data that DPLA believes, in its sole discretion, does or may cause a Violation. In the event that the Data Provider or a Third Party notifies DPLA of a Violation, DPLA shall thereafter determine whether to remove the Hub Data that is the subject of the alleged Violation. DPLA shall inform the Data Provider of all Third-Party Violation notifications. The Data Provider hereby agrees to cooperate with DPLA in any and all attempts to resolve any Violations.
3. The Data Provider will indemnify and hold harmless and will defend DPLA against all claims and expenses, including reasonable attorneys' fees, arising from any Third Party claim relating to the provision of Hub Data in violation of the Agreement or any other agreement by which the Data Provider is bound, if DPLA: (a) has used such Hub Data in full compliance with the Agreement; (b) promptly notifies the Data Provider of the claim; (c) allows the Data Provider to have sole control of the defense and settlement of such claim (though DPLA may participate in its own defense at its own expense); and (d) provides the Data Provider with the authority, information and assistance that the Data Provider deems reasonably necessary for the defense and settlement of the claim. DPLA shall not consent to any judgment or decree or do any other act in compromise of any such claim without first obtaining the Data Provider's written consent, which consent shall not be unreasonably withheld, conditioned, or delayed.

Section 8. Term & Termination

1. This Agreement enters into force as of the date of signature of the parties.
2. The Agreement shall end on the 30th June following the Effective Date. The Agreement will be renewed automatically for a period of one year every 1st July, unless terminated by one of the parties, by written notice received by the other party by May 31 of that year. Written renewal and/or reauthorization is not required.
3. Either party may terminate this agreement at any time on the material breach or repeated other breaches by the other party of any obligation on its part under this agreement, by serving a written notice on the other party identifying the nature of the breach. The termination will become effective thirty (30) days after receipt of the written notice, unless during the relevant period of thirty (30) days the defaulting party remedies the breach.
4. This agreement may be terminated by either party on written notice if the other party becomes insolvent or bankrupt, if the Data Provider's project ends or if the Data Provider withdraws or ceases operations. The termination will become effective thirty (30) days after receipt of the written notice.
5. Upon termination of this agreement, DPLA shall only be obliged to remove Hub Data provided by the Data Provider if the Data Provider requests DPLA to remove the Hub Data. Removal shall happen no later than 30 days after such a request has been received by DPLA.
6. Termination of this agreement does not affect any prior valid agreement made by either party with Third Parties.

Section 9. Miscellaneous

1. If any term of this agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.
2. This agreement replaces all data provider and/or data aggregator agreements concluded by DPLA and the Data Provider before the Effective Date and all Hub Data provided to DPLA by the Data Provider under the conditions of such other agreement are, as of the Effective Date, considered to be provided under the conditions of the present agreement.
3. This agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. Any modification proposed by DPLA must be notified to the Data Provider in writing. The Data provider shall be allowed at least two months from the date of reception of the notice to accept the new agreement. If the modifications are not accepted by the Data Provider in writing within the allowed period, the modifications are presumed to have been rejected. If the proposed modifications are rejected by the Data Provider, DPLA has the right to terminate this agreement on June 30 of any year, with a one month notice.
4. This agreement shall be construed in accordance with and governed by the laws of The United States.

All disputes arising out of or in connection with this agreement, which cannot be solved amicably, shall be referred to the mediation group appointed by the DPLA Board of Directors for mediation. The outcome of the mediation process will be binding on the parties.