

## **Wisconsin Public Library System Backup and Digitization Storage Collaboration Participation Agreement**

This agreement is between collaborating Wisconsin public library systems, acting as individual systems, together with an established library system partnership, the Libraries and Enterprise Applications Nexus of Wisconsin (“LEAN WI”), the South Central Library System (“SCLS”), and the contributing library system \_\_\_\_\_ (“Depositor”).

A Memorandum of Understanding and an Addendum to the Memorandum of Understanding for this project exist separately and outline the terms and responsibilities of participating parties. Additional roles and responsibilities are detailed in the [Service Model](#). Your signature below affirms that you have read and understand the Service Model, understand each party’s roles and responsibilities, and agree to abide by them.

This Participation Agreement is for the purpose of documenting the Depositor’s contacts and preferences regarding the digital archival storage materials.

### **Depositor contact information**

Who is responsible for preparing and contributing the digital files to the servers?

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Job title: \_\_\_\_\_

Who is a secondary contact responsible for preparing and contributing digital files?

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Job title: \_\_\_\_\_

Contact information will be verified annually, and updated if necessary.

## **Content Monitoring**

As described in the [Service Model](#), this is a dark archive for the purposes of disaster recovery. Stored data is available only to depositors in order to replace the submitter's local files when necessary. The system does not support any public access, searching capability, or server backup functionality.

Beyond the automatic monitoring described in the Service Model, each depositor is responsible for monitoring content while it is at rest in the storage system. For instance, a depositor might choose to manually check their data on a recurring basis by downloading a selection of bags and running a validation.

**Please describe your organization's plan for monitoring content while it is at rest in the storage system:**

**Does your organization intend to add new content or update existing content in the storage system? If so, how often?**

## **Content Withdrawal**

Depositors may withdraw from the MOU by providing a 12 month notice of intent to leave. When a request is submitted to withdraw from the program, all existing content on the servers will be bagged and transferred to the Depositor.

If the program ceases operation, a 12 month notice will be given to depositors and existing content will be bagged and transferred to the Depositor.

Signed by both parties:

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(Authorized signature of Depositor)

Name:

Institution:

Date:

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(Authorized signature for Statewide Digital Archival Storage Project)

Name:

Institution:

Date: