



Iowa Library Services

Digitization Project for Iowa Heritage Digital Collections

Letter of Agreement

State Library of Iowa and [participant]

[Date]

According to this Letter of Agreement made by and between the Iowa Heritage Digital Collections, a program of the State Library of Iowa, hereafter referred to as the IHDC, and the [participant], hereafter referred to as the participant, in accordance with the terms and conditions set forth below it is mutually understood and agreed:

Purpose: To build an open, publicly accessible, virtual collection relating to Iowa history and culture. To enhance access and long-term accessibility to these materials.

The participant shall:

- Designate a staff person responsible for the project
- Work with State Library staff to identify a collection to digitize. Must have a unifying theme and relate to Iowa history and/or culture
- Participate in training provided by the IHDC
- Digitize a collection following IHDC guidelines, unless the State Library digitizes the materials for you
- Enter metadata following IHDC guidelines
- Upload the collection to the IHDC server
- Determine copyrights for all images; answer questions from the public about the use of your collection
- Establish policies for and provide copies of materials to users, if you choose to do so
- Write the collection description to be added to IHDC
- Provide computer equipment, Internet connection, technical support for your own hardware and software
- Consult with IHDC if there is a strong reason to remove your collection, such as previously undetermined problems with copyright.

The State Library shall:

- Designate a staff person responsible for the project
- Work with the participant to identify a collection to digitize
- Assist with decisions about metadata
- Work with the participant to create the collection
- Provide training
- Provide access to a scanner and workstation at the State Library if requested by the participant
- Host the digital collection on the State Library's server
- Not charge the participant.

State Library of Iowa, Iowa Heritage Digital Collection

Signature

Date

[participant]

Signature

Date