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: Stacey Moore, Director

Institution Name: Fallon County Library

Date: 1/8/2018