

Montana Memory Project: **Contributing Institution Agreement**

The (Institution Name) North Jefferson County Public Library 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 website below prior to beginning digitization and the creation of metadata
<http://libraries.montanastatelibrary.org/statewide-projects/montana-memory-project/>
- To read and observe the MMP Collection Scope and Purpose
- To submit a completed MMP Project Planning Document for each new collection the Contributing Institution wishes to create in the MMP, for review by the MMP Selection Committee.
- To keep new collections unpublished until at least 1 image and related metadata has been added.
- 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 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 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 collection

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.

Signature: *Jane Lee Hamman* 

Institution Name: North Jefferson County Public Library

Date: 28 February 2014

2014 MONTANA MEMORY PROJECT MEMORANDUM OF AGREEMENT

This AGREEMENT is made this 28 day of February, 2014, by and between the **MONTANA STATE LIBRARY** and the **NORTH JEFFERSON COUNTY PUBLIC LIBRARY DISTRICT**.

- I. The **NORTH JEFFERSON COUNTY PUBLIC LIBRARY DISTRICT** agrees to do the following:
1. Prepare and add the **Original ABSTRACTS of land deeds in Jefferson County Collection** to the Montana Memory Project (MMP), a statewide digital library and archive collection.
 2. Prepare the materials according to any specifications provided by Advantage Companies and ship them to Advantage Companies to be digitized according to current MMP Scanning Specifications as found online:
http://msl.mt.gov/Statewide_Protects/Montana_Memory_Project/Documents/07.MMPScanningSpecifications.pdf.
 3. The Advantage companies will also create metadata for each digital object for addition to the MMP. All metadata must meet the MMP Guidelines as found online:
http://msl.mt.gov/Statewide_Protects/Montana_Memory_Project/Documents/15.MMPMetadataGuidelines.pdf
 4. Perform quality control on the digital files and metadata produced by Advantage Companies to ensure that the digital files comply with the MMP Scanning Specifications. Report any inconsistencies to Advantage Companies and the Montana State Library.
 5. Sign-off on the invoice from The Advantage Companies, verifying that expenses are accurate.
 6. Complete the project by September 15, 2014. Ensure that all digital images and metadata are uploaded to the MMP by this deadline.
 7. Prepare and submit a final project report to Montana State Library describing the work completed and any successes or lessons learned within two weeks after the project has been uploaded to the MMP.
 8. Specify and state, in all publicity concerning the project, that federal Library Services and Technology Act funds are being utilized and that these funds are provided through the Institute of Museum and Library Services and the Montana State Library Commission.
- II. The **MONTANA STATE LIBRARY** agrees to:
1. Provide **NORTH JEFFERSON COUNTY PUBLIC LIBRARY DISTRICT** MMP software, and training as needed.
 2. Receive and review the invoice from The Advantage Companies and request a signature from **NORTH JEFFERSON COUNTY PUBLIC LIBRARY DISTRICT** verifying the services invoiced are accurate.
 3. Pay the bills of the **NORTH JEFFERSON COUNTY PUBLIC LIBRARY DISTRICT** to Advantage Companies for a sum of up to **seven hundred dollars (\$700)** for approved project expenses as detailed in the project description above.

NORTH JEFFERSON COUNTY PUBLIC LIBRARY DISTRICT

Jane Lee Hamman
Jane Lee Hamman

TRUSTEE SIGNATURE

MONTANA STATE LIBRARY

J. S. P.

STATE LIBRARIAN SIGNATURE