Digital Scriptorium
<u>Memorandum of Understanding</u>
14 February 2017

This Memorandum of Understanding is not a legal instrument but intends to outline some agreements among participants in the organization known as *Digital Scriptorium*, a non-profit consortium of American libraries and museums "committed to providing cross-institutional digital access to their collections of pre-modern manuscripts."

For further information please see the "About" pages of the DS website:
http://www.digital-scriptorium.org/about/

I. Participation: Institutions participate in DS at two levels:

1) Members, who are tax-exempt 501c3 organizations, pay annual fees, and have voting privileges in the organization;
2) Associates, who are not required to be 501c3, do not pay fees, and do not have voting privileges.

II. Annual Fees: Membership fees are assessed on a weighted scale, based on: 1) annual materials budget, 2) student body size, and 3) number of manuscripts in the DS catalog. Public libraries and collections without students are assigned to the lowest level for student body size.

III. Governance: DS is governed by a Board of Directors of 7 members, including four officers: Executive Director/President, Deputy Director/Vice President, Treasurer, and Secretary. A representative from the Technical Host sits on the board ex officio, without voting privileges. Anyone representing a Member institution may run for election to the board when a seat becomes vacant.

IV. Annual Meeting:

DS holds an all-day annual meeting for Members, Associates, Advisory Council, and guests, held usually in the Fall and hosted by rotation at a member institution. Elections are held at the annual meeting, at which other motions recommended by the board may be approved by the membership. Institutions may choose from their staff an individual to be their representative at the annual meeting and serve as their main person of contact in the DS consortium.

IV. Online Catalog:

A. Data: Members and Associates are encouraged to contribute records to the DS online catalog. Institutions own their data and are responsible for the managing the content of their records. There are several methods of uploading data to the DS website, including a metadata

spreadsheet specifically designed for DS. DS records can be linked to related records at their home institution. Resigning institutions may leave their data in the DS catalog or withdraw it with 30 days' notice.

B. Images: It is a goal of DS to display high quality JPEG images with its online records. DS recommends digital photography that produces high resolution TIFF images from which the JPEG images can be derived. TIFFs can be hosted by DS or by an accessible server at the home institution. DS will consider other photography arrangements if technically acceptable.

V. Mission Statement:

Mission: Digital Scriptorium (DS) is a consortium of American libraries and museums committed to providing cross-institutional digital access to their collections of pre-modern manuscripts.

Vision: To enhance access and appreciation of historically significant but often understudied manuscript materials.

Goals: To fulfill our mission DS commits to the establishment of a digital union catalog that will:

- provide bibliographic descriptions according to recognized standards of practice;
- include images that complement, expand, and correct verbal descriptions;
- facilitate searches that provide answers, provoke questions, and invite collaboration;
- create a community of scholars, librarians, curators, and other citizen-scholars for the purpose of sharing the scholarship and expertise of the collections, the academy, and cultural heritage communities;
- support open access to works in the public domain.