



Agreement re: Newspapers of Connecticut Collection in the Connecticut Digital Archive (CTDA)

Prerequisite: Before signing this agreement, the Institution must have signed the Connecticut Digital Archive Memorandum of Understanding http://ctdigitalarchive.org/files/2014/08/CTDA_MOU.pdf and, with that, the Institution agreed to such things as abiding by the policies, term and conditions of the CTDA; giving CTDA the non-exclusive right to reproduce, translate and distribute the digital assets; and that it has the necessary copyright assurances from the creator and/or copyright holder. Furthermore, CTDA agreed to such things as the digital assets remaining the sole property of the content creator, contributor or contributing agent; making reasonable efforts to manage the digital assets in perpetuity; and providing persistent access without guaranteeing persistent functionality.

Agreement between:

“(Institution”) and the Connecticut State Library (CSL) on _____(date).

With this Agreement, the Institution and CSL agree to the following:

Institution’s Obligations

- Meet CSL’s minimum standards for digital files (specifications, file names and organization/structure and metadata)
- The Institution shall indemnify, defend, and hold harmless the Connecticut State Library, its officers, members, employees and agents for any damages, including any reasonable attorney’s fees, that arise from any breach of warranty or for any claim by any third party of an alleged infringement of copyright or other intellectual property rights arising from the Institution’s submission of materials with CTDA or of the use by the CTDA or other users of such materials. THIS INDEMNITY SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.
- Give CSL the right to change the metadata or format of files displayed to the public to ensure continuing public access

Connecticut State Library Obligations and Rights

CSL will:

- Pay the cost of storage in CTDA of the Institution's digital files of Connecticut newspapers.
 - This applies to newspapers deposited in CTDA and available for free public access in the Newspapers of Connecticut collection. Storage of this newspaper content will not count against the Institution's minimum (free) storage allocation or its own additional (paid) storage in CTDA. The digital files must meet CSL's minimum standards.
- Provide an access portal.
 - Currently, newspapers will be accessible in a CONTENTdm collection, see <http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9>. At this time, metadata provided by CSL is based solely on the bibliographic record and issue date.
 - CSL may change the metadata and the format of files displayed to the public. The form and function of the portal may be upgraded or changed over time.
 - CSL will pay the cost for migrating these files to any new platform.
- CSL will load the newspapers into the CTDA and CONTENTdm as work schedules permit. Or, CSL will provide training and a metadata template to the Institution to do this work itself.

ACCEPTANCE OF TERMS AND CONDITIONS

Institution

STATE OF CONNECTICUT
Connecticut State Library

By: _____

By: _____

Print or Type Name

Kendall F. Wiggin

Print or Type Name

Title: _____

Title: State Librarian

Date: _____

Date: _____

