[DESCRIPTIVE PROJECT TITLE]

Service Level Agreement Between [Associates] and University of Oregon Libraries Digital Scholarship Services (UO Libraries)

This is an agreement between [Associate Leadership] ("How referred to in this document") and UO Libraries ("How referred to in this document") on the [SHORT PROJECT TITLE]

I.   Purpose & Scope

The purpose of this Service Level Agreement is a formalized statement of the mutually agreed upon digital project expectations between UO Libraries Digital Scholarship Services and *[Name of Associate Leadership]*. The intention of this Service Level Agreement is to reflect the understandings and signed commitment between UO Libraries and Associate Leadership to create a collaborative digital scholarship project.

This Service Level Agreement was signed on *[DATE]* by and between the Head of Digital Scholarship Services, and *[Associate Leadership]*.

II.   Service Level Agreement Review

Review of this Service Level Agreement shall be made on or before *[DATE]*, at which time this Agreement may be extended, modified, or terminated. Any amendments to the Service Level Agreement must be have a signed commitment before changes are implemented.

The review process includes Associate Leadership and the Digital Projects Librarian negotiating service change needs and then formal approval by the Head of Digital Scholarship Services.

III.   Digital Project Glossary

Please refer and add jargon related to an academic discipline, libraries and archives, software, etc. that are specific to this digital project should be added to the Digital Project Glossary (Addendum 1).

IV.   Background

[Add background information that led to this digital project include all work completed by any and all individuals and their affiliated institutional or organization involved in previous work before collaboration with UO Libraries. All contextual information goes here.]

V.   Project Duration

[Project Title] will begin on *[DATE]* and end on *[DATE]*.

VI. Joint Partnership Responsibilities

[Associates] and UO Libraries shall:

- Abide by all components of the Project Charter (Addendum 2) and Post-Project Sustainability (Addendum 3)
- Abide by the Collaborator's Bill of Rights (Addendum 4)
- Abide by federal and state law and UO's local institutional policies information access, security, and privacy, e.g. IRB, FERPA, HIPAA, ADA, etc. (Addendum 5)
- Abide by UO's Code of Conduct (Addendum 5)
- If applicable to the project, abide by public and private grant compliance requirements
- *[Add any other additional responsibilities]*

VII. [Associates] specific responsibilities under this Service Level Agreement

[Associate Leadership] shall

- Agree to intellectually engage with project charter's development and finalization (Addendum 2)
- Agree to apply either an *Educational Use Permitted* or *Non-Commercial Use Permitted* rights statement from http://www.rightsstatements.org or a Creative Commons License to the project as a whole including unique and locally created scholarly digital content (photos, documents, sound, video, datasets, etc.)
- If applicable, agree to give UO Libraries official notice(s) of additional internal and external funding or resource support, e.g. personnel to help create this digital project
- Agree to let the UO Libraries preserve a digital project record at project completion (Addendum 2)
- Agree to allow UO Libraries access to non-UO Libraries operated or hosted technology platform servers, e.g. Faculty owned Reclaim Hosting accounts, during the duration of the digital project in order to support digital project development
- Agree to allow transfer of a digital project record so it can be digitally preserved and used for UO Libraries promotion and outreach and teaching, learning, and research purposes
- *[Add any other additional responsibilities]*

VIII. UO Libraries specific responsibilities under this Service Level Agreement

The UO Libraries shall

- Agree to collaboratively lead digital project management through design, library budget, implementation, and completion of the digital project as determined in the project charter (Addendum 2)
- Agree to provide digital project consultation to Associates during and after the digital project completion
- Agree to be responsible for curation and preservation activities such as maintenance, migration, archiving, and deaccessioning of the digital project record to ensure it can be available for future use and access
- Agree to reappraise the digital project record every 3 years to determine if it should continue to be maintained, migrated, or deaccessioned by UO Libraries
- *[Add any other additional responsibilities]*

IX.   Contingencies

Budget - 15-20% of the project budget will be allocated as contingency funds. In the event that there are hidden contingencies such as contractor work, more funding for promotion and outreach, digitization, accessibility support, general under estimation of project costs, etc.

Deadlines - UO Libraries and Associate Leadership recognize that deadlines are critical to the project's success. However, both parties recognize that missed deadlines may occur. If either party misses a previously agreed upon deadline, then UO Libraries and Associates can agree that the project's timeline will be changed. To help keep the project on track and before any work happens, all project team members will provide their out of office schedules to the Digital Projects Librarian on a quarterly basis.

Digital Asset Loss – In the event of digital asset loss on the part of either UO Libraries or Associate Leadership, the project timeline and digital assets will be reassessed for loss risks before a digital project continues to move forward. This assessment will include an evaluation of the project's overall digital curation workflows and determination of best ways to move forward with recoup, remediation, and quality assurance prioritized, e.g. videos, photos, sound, etc. recapture.

Digital Assets and Digital Platform Privacy & Security – Both UO Libraries and Associates recognize the importance of data information security and privacy. During the project charter development stage, data information privacy and security will be reviewed to ensure digital project user accounts and project data are in accordance with the UO Libraries Privacy Statement and appropriate UO privacy and information security compliance standards, e.g. IRB, FERPA, HIPAA, etc. In the event there is a privacy or security breach, the project will be placed

on hold until after an evaluation has been conducted and project is deemed to proceed. Once remediated, both the Head of Digital Scholarship Services and Associate Leadership will notify the Digital Projects Librarian if the project can move forward or not.

Digital Asset Quality – The UO Libraries endorses and strives to always use interoperable and open standards for digital file formats and metadata to support digital asset utility, access, representation, and archiving for future content use. However, the UO Libraries and Associates recognize that some digital projects might require proprietary digital formats and customized metadata. Before the start of a digital project, digital asset quality will be evaluated in consultation and coordination with other UO Libraries information professionals and technologists to ensure longevity, integrity, and accessibility.

Digital Project Workflows - Digital project workflows will be determined and planned before the start of a digital project. When appropriate Associates will work with UO Libraries to develop and implement digital curation activities. In the event that digital project workflows are not working to the best of their abilities then there will be appropriate project pauses. Once paused, there will be a workflows review, remediation, and project timeline modification. After these actions are completed then the project will continue.

Equipment Failure – In the event that UO Libraries owner equipment fails, the UO Libraries will replace the technology using funding outside the scope of this digital project in order to ensure project completion and support for future digital projects.

Fair Use and Copyright – It is best practice and highly preferred that digital assets and digital projects are licensed with either an *Educational Use Permitted* or *Non-Commercial Use Permitted* rights statement from http://www.rightsstatements.org or a Creative Commons License. Before a digital project begins and in consultation with the UO Libraries, digital assets created and/or used to build a digital project will be identified and evaluated to determine intellectual property rights and fair use. In the event that digital assets identified as not determined to be used under fair use then said digital assets will not be used in a digital project.

Software Obsolesce – UO Libraries strives to use open source software, open standards, and open web protocols to support interoperability, portability, representation, access, and archiving of interactive web platforms, and data transfers. As part of on-going library technology monitoring, the UO Libraries will work the best of its resource abilities to use open software, standards, and protocols that support digital project longevity, usability, and accessibility.

Personnel Departures – In the event that personnel on the project team, other than Associate Leadership, make a departure from the project, the project will temporarily pause. The Head of Digital Scholarship Services, Digital Projects Librarian, and Associate Leadership will assess the project's deliverables, resources, and timeline to make decisions about how to continue moving forward. Once determined the project will move forward or not. In the event that Associate Leadership departs from UO then the project will stop.

Platform Access – All project team members will be given appropriate level of access to the digital project's technology platform as determined in the project charter. Appropriate platform access during digital project creation will be assigned and described in the project charter. Access will be granted throughout the duration of the project's lifespan.

Server Downtime – In the event that digital project's hosted by UO Libraries is down. It guaranties service will be restored within 2 business days. If a digital project is hosted on a third-party platform then downtime is determined by the vendor contract agreement.

X.   Project Funding

Detailed information about project funding can be found in the project budget (Addendum 6).

[Please provide information describing how project funding will be used to support the digital project, e.g. funding from UO Libraries, partnering institution, private/state/federal grant funding agency, etc.]

XI.   Internal/External Funding

Before this Service Level Agreement is signed, copy of official notice of financial award(s) must be provided to the UO Libraries by the Associates. It will then be attached to this Service Level Agreement and made part of the project's budget (Addendum 6).

[Description of internal and external funding sources]

XII.   Ownership

The University and individual faculty members (or other academic staff who may be named as awardees) shall have joint, non-exclusive rights over any copyrighted material produced with the resources provided by the Digital Scholarship Center Faculty Grant Program. "Joint rights" means that both the University and the individual faculty member or members own the work; "non-exclusive rights" means that any party can use the property without permission of the other party. The parties will have control over their names and whether they are used in conjunction with any future versions of the product.

XIII.   Post-Project Sustainability

Post-project sustainability will be determined before a project begins. Details about sustainability are to be documented in the Project Charter and use Addendum 3 for guidance. How the digital project will be compiled, delivered, and maintained to support future growth and maintenance should also be documented. This includes post-project roles and responsibilities.

XIX.   Effective Date and Signature

This Service Level Agreement shall be effective upon the signature of authorized officials from Associate Leadership and the Head of Digital Scholarship Services. It shall be in force from *[DATE]* to *[DATE]*.

[ASSOCIATES] and UO Libraries indicate agreement with this MOU by their signatures.

_____

Franny Gaede
Head of Digital Scholarship Services
University of Oregon Libraries

_____

Date

_____

[Associate Leadership Name]

[Title]

_____

Date

Addendum 1
Digital Project Glossary

This digital project glossary provides definitions for word used to communicate about different project attributes and concepts.

Accessibility – Accessibility is the equitable, flexible, and intuitive use of information by people with diverse abilities. In the context of a digital project, accessibility accommodates wide range of individual preferences and abilities regardless of the user's experience, knowledge, or language skills. Accessible digital projects should communicate information regardless of ambient conditions or a user's sensory abilities and used comfortably with minimum fatigue.

Associates – Individual(s) and internal or external institution or organization that create and support a digital project in collaboration with the UO Libraries Digital Scholarship Services.

Associate Leadership - Associate Leadership represent the main individual(s) in partnership with the UO Libraries Digital Scholarship Services department to create a digital scholarship project. They are essentially the project's co-PI.

Author - Under copyright law, the author is the person who creates the work, unless the work is a work made for hire.

Consultation - UO Libraries provides digital project design and development support including web and multimedia services, information architecture, user experience and usability testing, and project lifecycle management and are available for consultations on software platforms and tools, metadata and linked open data, copyright and authors' rights, digital preservation, and standards and best practices for digital projects.

Contract - A contract is a legal agreement. It can be written or oral. To transfer a copyright to another person, you need a written contract. To give someone else permission to use copyrighted material, you can use either a written or an oral contract.

Contractual Restrictions - Contractual restrictions are parts of a contract that require you to do (or not do) certain things. For example, if you agreed in a contract that you would not reuse a photograph of an item without naming the institution that holds that item, that would be a contractual restriction.

Copyright Holder - A copyright holder is the person or corporation that controls the copyright in a work. A work can have more than one copyright holder. For example, an author might transfer to a publisher the right to publish her book in North America. Then, the

publisher would be the copyright holder for the North American publishing rights, and the author would be the copyright holder for the rest of the copyrights. It is also possible for a group of people to hold a copyright jointly. Copyright holders can also be called *rights holders*.

Copyright Status - A work's copyright status indicates whether it is protected by copyright or is in the public domain. Copyright status can vary by country. For example, James Joyce's book Finnegan's Wake is in the public domain in Ireland but is protected by copyright in the United States. Many older works, such as the plays of Shakespeare, are in the public domain worldwide.

Deaccessioning - The process by which the library permanently removes accessioned materials from its holdings

Digital Archiving – Digital archiving is the process of backing up and ongoing maintenance of digital assets and digital projects.

Digital Asset – A digital asset is a photo, video, audio, document, dataset, or other piece of intellectual property represented in a digital format with accompanying descriptive information (metadata) that has value to an individual, institution, or organization.

Digital Curation – Digital curation ensures the long-term accessibility and reusability of digital information. It performs activities such as the selection, appraisal, and retention of digital assets and digital projects; ensures authenticity, integrity, and provenance maintained over time; performs preservation activities such as emulation and migrations; supports the maintaining of hardware components to enable digital assets and digital projects to be accessed and under stood over time; supports the management of digital assets and digital projects at its point of creation; helps to manage risks to digital assets and digital projects; and ensures the destruction of digital assets and digital projects.

Digital Preservation – Digital preservation is all actions required to maintain access to digital materials beyond the limits of media failure or technology changes with a focus on policies, strategies, and actions that ensure access to digital assets and digital projects over time.

Digital Project – A collaborative faculty or student digital humanities or social science teaching and research technology project enhanced by the leadership, support, and collaboration of librarians, archivists, and library technologists. They have the mission of advancing education and scholarly communications through various modes of digital methodologies with emphasis on long-term access and preservation. These projects can include boutique and large-scale digitization projects, development of a digital platform to provide access to interactive unique and/or locally produced content, creating digital exhibits using digital special collections and archives materials or faculty and student scholarly works, development of metadata schema and vocabularies, creation of open access journals, and other scholarly and educational technology pursuits.

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Digital Project Record – *A digital project record is the final scholarly project output that encompasses works that are born digital, multimedia, database technology-based, analysis of other born digital material, digital text and images, digital music or art, and data sets. They are collected and preserved by the UO Libraries once formal project lifecycle is completed.*

Fair Use - Fair use is a right for users of copyrighted material. It allows certain uses of copyrighted material without permission from the copyright holder.

IRB protocol - An IRB protocol is the protocol reviewed and approved by an institutional review board ("IRB"). Institutional review boards must approve protocols for all research involving human subjects.

License - A license is a contract that gives one party permission to exercise rights (such as copyrights) held by another party.

Post-Project Sustainability – The actions of updating software, a solving technical problem, adding new functions, fixing bugs to support access and preservation of a digital project. It also includes the people, funding, policies, and other resources to ensure a digital project is usable and accessible for a certain period of time or in perpetuity.

Project Launch – The debut of a digital project targeted at an audience. The product launch signifies the point at which first access to a new and completed digital project.

Public Domain - A work is in the public domain if it is not protected by copyright.

Purchase Agreement - A purchase agreement is a contract with a seller. Purchase agreements are typically completed when materials are purchased.

Release - A release is a contract under which someone waives a right.

Rights Holder - A rights holder is the person or organization that controls the copyright in a work. A work can have more than one rights holder. For example, an author might transfer to a publisher the right to publish her book in North America. Then, the publisher would be the rights holder for the North American publishing rights, and the author would be the rights holder for the rest of the copyrights. It is also possible for a group of people to hold a copyright jointly. Rights holders can also be called copyright holders.

UO Libraries Digital Scholarship Center (**DSC**) – The UO Libraries unit that supports and advances UO's teaching, learning, and research in the digital humanities and digital social sciences, by providing access to an array of academic/library technology services and resources, and by creating a focused collective of faculty experts using digital methods and technology to transform their work.

***UO Libraries Digital Scholarship Services* (DSS)** – Digital Scholarship Services supports faculty members and students in transforming research and teaching using new media and digital technologies. Based on a foundation of scholarly communication, access, sharing, preservation, and evidence-based pedagogical practices, the DSS provides digital asset management, digital preservation, training, consultations, instructional design, and tools for digital scholarship, teaching, and learning.

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Addendum 2
Digital Project Charter

Project Intention	
Project Sponsor* *Who initiated this project?*	
Stakeholders* *Who cares about this project?* *Who should care?*	
Project Description* *What are we trying to do?* *What problem are we* *trying to solve?* *What is in scope?* *What is out of scope?*	
Audience* *Who is this project for?* *How will they use it?*	
Impact* *Why are we doing this project?* *How does the project impact the* *intended audience?*	
Project Term Start* *When will this project begin?*	
Project Term End* *When will this project end?*	
Time Constraints *What is the deadline?* *When will this project be complete?* *When will Associates be available?* *When will UO Libraries be available?*	
Major Project Milestones*	

Identify major project milestones Determine their sequential order to complete the project.	
Project Copyright & Licensing* *Who holds project copyright? How will you license this project for reuse?*	
Digital Project Active Development Storage* *Where will in-development digital project materials be stored during the development of the project?*	

Assessment & Evaluation

Deliverables* *What do we hope to have at the end of the project? Be specific.*	
Objectives* *What are we going to do to meet the deliverables?*	
Digital Platform User Assessment* *What project user assessment, e.g. usability testing, card sorting, etc., will be conducted?*	
Classroom Learning Outcomes *What program, course, assignment, and/or information literacy learning outcomes are connected to this project?*	
Classroom Learning Assessment *How will students learn from this project?* *How will learning outcomes be evaluated?*	
Research Outcomes *What research outcomes are connected to this project?* *What research outcomes are connected to impacting Associate Leadership's field of study and Academic Libraries scholarly communities?*	
Research Assessment *How will the project's research impact on Associate Leadership's field of study and Academic Libraries scholarly communities be evaluated?*	
Digital Project Reuse *How will this digital project be reused by college students, higher education faculty, researchers, K-12 educators,*	

the general public, etc.?	

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Team Members

Project Team Members* *Who is working on the project?* *What are their role?*	
Project Team Constraints *Are there team members who will only be on the project for a short period of time?* *When will team members be available?* *When will team members not be available?*	

Monetary Resources

Budget* *What financial resources are available? Are there specific requirements for spending this budget?*	
Budget Constraints *How can your budget not be spent? When should you spend out your budget?*	
External Grant Funding *What external grant funding is being used to support this project?*	

Communications

Team Communications *Who has the role of team communication?* *What needs to be communicated about the project?* *Where should communications be distributed to the project team?* *What communication tools will be used?*	
Sponsor Communications *Who has the role of stakeholder communications?* *When should you communicate with project stakeholders?* *Where should communications be distributed to stakeholders?* *What communication tools will be used?* *What do stakeholders need to know?*	
Project Completion Communication *Who communicates project completion?* *What needs to be communicated about the project?* *When should communications be sent to the project team?* *Where should communications be distributed to the project team?* *What communication tools will be used?*	

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Technology Platform & Access

Digital Platform* *What digital platform will be used to provide access this project, e.g. Omeka, Open Journals System, Oregon Digital?*	
Digital Platform Access Permissions Granting* *Who needs specific access permissions to use the digital platform?* *What platform privileges do they need?* *When will access permissions and privileges be granted?*	
Digital Platform Access Permissions Revoking* *Who needs to retain access permissions and privileges after project completion?* *When will access permissions and privileges be revoked?*	
Digital Platform Hosting* *Where will the project platform be hosted so the audience can get to it?* *Identify where the digital access platform will be hosted.*	
Digital Platform Accessibility *What accessibility standard will be used to evaluate the digital platform?* *How will this evaluation be conducted?*	
Streaming Digital Assets Hosting* *Will the platform require audio or video streaming?* *Where will digital assets stream from?*	
Streaming Digital Assets Hosting Access* *If the platform requires audio or video streaming, where will streaming media be hosted?*	

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Streaming Digital Assets Hosting Revoking* *Who needs to retain access permissions and privileges after project completion?* *When will access permissions and privileges be revoked?*	
Equipment* *What equipment will be used to build your project, e.g. Viz Wall, flatbed scanners, 3D-scanner, VHS converter, OpenRefine, etc.*	
Technology Constraints *What can the technology used not do for the project?* *Is the technology being used by someone else at the same time as this project?* *Will this disrupt you getting this project done?*	

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Unique and Locally Produced Library Collections & Archives	
Physical Special Collections & Archives * What UO Libraries Special Collections & Archival materials will be used for this project? What non-UO Libraries Special Collections & Archives will be used for this project? How many items will be used from each collection? What information about these primary resources are needed to support the project?*	
Digital Collections & Archives * What UO Libraries digital collections and archives will be used for this project, e.g. Collections from Oregon Digital, Oregon Newspaper Project? What non-UO Libraries digital collections and archives will be used for this project? How many items will be used from each collection? What information about these items are needed to support the project?*	

Digital Assets Creation and Management

Digitization* *Is digitization required?* *Who will do the digitization?* *How will digitization be done?*	
Born-digital files* *Will Associate Leadership be creating original digital photos, audio, video, or documents as part of this digital project?* *How many files will be made?*	
File Formats Types & Quantity* *What file formats and how many will be accessed via the digital platform?* *What file types and how many will be used as preservation masters?*	
Digital Asset Collection Size* *In megabits, what is the total digital asset collection size for this project?*	
Digital Collection Metadata Scheme* *Is there a specific metadata scheme needed to describe the project's digital assets?* *Will this project be using DublinCore?* *Are there special metadata fields required by the digital platform?*	
Digital Collection Controlled Vocabularies* *Are there specific tags, keywords, or controlled vocabulary lists to use?*	
Digital Assets Access* *What digital file types need to be accessible via the digital platform?*	
Copyright & Licensing* *What copyright and licensing are associated with the digital assets?*	

Are there digital assets out of copyright and in the public domain? *Are digital assets licensed under Creative Commons, RightsStatement.org, or Public Domain?*	
Accessible Digital Assets *How will digital assets be made available to people with different types of access abilities?* *Do digital assets need captioning? Optical character recognition processing? Audio transcriptions?*	

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Institutional Compliance	
IRB (Institutional Review Board) Study Number *http://rcs.uoregon.edu/* *Does the project have an IRB number?* *Is your IRB exempt or not?*	
HIPAA (Human Insurance Portability and Accountability Act) *http://rcs.uoregon.edu/* *Are Associate Leadership part of a UO HIPAA "covered component"?* *Are you working with Patient Health Information?* *How will the project be in compliance?*	
FERPA (Family Educational Rights and Privacy Act of 1974) **https://registrar.uoregon.edu/records-privacy** *Is the digital project in compliance with FERPA?* *Explain how the project is in compliance with FERPA?* *Has a FERPA student privacy compliance document been completed for this project?*	
Oregon Digital & Digital Public Library of America (DPLA) Contribution *Are there digital assets that need to be added to Oregon Digital and the Digital Public Library of America?* *If yes, are there specific files or add the entire digital asset collection?* **Any digital assets with copyright issues or owned by another institution may not be eligible for contribution.*	

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Marketing & Outreach

Target audiences *What audience should this project be marketed toward?*	
Outreach Materials *What types of project marketing materials will you need for outreach?*	
Promotional tactics *What outreach activities should be pursued? How do they meet audience needs? When will outreach materials be disseminated?*	
Project Celebration *When will this project launch be showcased?*	

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Created by Kate Thornhill & Franny Gaede, UO Libraries Digital Scholarship Services

Post-Project Sustainability

Continued Development Next Steps* *What are the next steps after the project is finished?* *Use Addendum 3 for guidance*	
Sustaining the Digital Project Record *What project components should be sustained?* *Describe how the digital project record will be sustained by UO Libraries.* *Use Addendum 3 for guidance*	
Sustainability Roles & Responsibilities *Who and what are the roles for overseeing the project's sustainability?*	

Addendum 3
Post-Digital Project Sustainability

Documentation of post-project sustainability should be documented in the project charter. This addendum is used to help support decision making for sustainability.

When a digital project is finished then the UO Libraries will provide the following service to Associate Leadership and the University at large:

- Offer and continue consultations for scholarship and technology enhancements that advance growth of the digital project
- Keep a digital project record's technology platform and/or digital asset (as applicable) and reappraise it 3 years after project completion before UO Libraries decides to formally web archiving it or not
- Make digital project record available through the UO Libraries Digital Scholarship Center's website by either hosting or linking to digital project components, documentation, or platforms

Continued UO Libraries Consultations

- Offer digital publishing and exhibit technology training and education to empower faculty and students to continue to develop and maintain their digital scholarship projects
- Recommendations for digital project design and development for web and multimedia services, information architecture, user experience and usability testing, and project lifecycle management
- Recommendations for technology platforms and tools, metadata and linked open data, copyright and authors' rights, digital preservation, and standards and best practices for scholarly projects
- Recommendations for how to digitization photographic films, prints, rare books, and manuscript materials.

Digital Project Record & Reappraisal

UO Libraries will try to capture a complete keep a digital project record. Completeness is determined by how portable, open, and interoperable technical and intellectual components are. Capturing a digital project record will be done by copying all digital files, metadata, project documentation, programming code, and system technical components and/or capturing the digital project as best as possible with web preservation technologies.

The UO Libraries digital project record's information and components will be made publicly available from the UO Libraries Digital Scholarship Center's website, as applicable, and will be reappraised once every three years to ensure the record's sustainability.

Strategies for Continued Digital Project Development

It is the UO Libraries goal to empower Associate Leadership to continue technology development with or without UO Libraries support after a project is finished. There are three primary post-digital project software service support types that impact decision making after digital project launch.

Types of Software Service Support for Continued Development

1. ### UO Libraries Sustainability
   Associate Leadership can work with the UO Libraries to make your project sustainable and available for future access.

   Technology Platform & Servers
   The UO Libraries can support building upon a completed digital project in its next project phase either hosted on UO local or cloud-based servers or hosted on a web hosting platform.

   It is highly desired that software has an open source license and robust open source development and support community. However, if a digital project's technology platform is hosted by a vendor then technical solutions are supported through that service agreement.

   Continued UO Libraries Consultations
   - Offer digital publishing and exhibit technology training and education to empower faculty and students to continue to develop and maintain their digital scholarship projects
   - Recommendations for digital project design and development for web and multimedia services, information architecture, user experience and usability testing, and project lifecycle management
   - Recommendation for technology platforms and tools, metadata and linked open data, copyright and authors' rights, digital preservation, and standards and best practices for scholarly projects
   - Recommendations for how to digitization photographic films, prints, rare books, and manuscript materials.

   Funding to Support Continued Development
   - UO Libraries Digital Scholarship Center Faculty Grants
   - Work with the UO Libraries to find grant or institutional funding to support professional librarians, archivists, technologists, designers, and student workers to help create the next phase of the digital project

2. ### Third-party vendor web platform hosting as a service
   Review your contract agreement to fully understand what service agreements have been made, but in general, vendor software as a service could that could take shape with the following expectations:

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Technology Platform & Servers
- Allows you direct control of platform technology install development, upgrades, maintenance, and shutdown
- Allows you direct control and easy access to adding digital files and metadata to the platform through a web interface or a file transfer protocol (FTP)
- Can sometimes be easier to migrate to a different platform, but this is not always the case
- Sometimes has technical support can aid you in troubleshooting issues with platform performance and digital scholarship software configurations, e.g. customer forums or help with installations and upgrades, issues with migrating from one platform to another

Continued UO Libraries Consultations
- Offer digital publishing and exhibit technology training and education to empower faculty and students to continue to develop and maintain their digital scholarship projects
- Recommendations for digital project design and development for web and multimedia services, information architecture, user experience and usability testing, and project lifecycle management
- Recommendation for technology platforms and tools, metadata and linked open data, copyright and authors' rights, digital preservation, and standards and best practices for scholarly projects
- Recommendations for how to digitization photographic films, prints, rare books, and manuscript materials.

Funding to Support Continued Development
- UO Libraries Digital Scholarship Center Faculty Grants
- Work with the UO Libraries to find grant or institutional funding to support professional librarians, archivists, technologists, designers, and student workers to help create the next phase of the digital project

3. Third-party vendor software as a service
   Allows review your contract agreement to fully understand what service agreements have been made, but in general vendor software as a service can take shape as the following:

   - Vendor controls installs, upgrades, maintenance, and shutdown of a digital scholarship technology
   - Limitations to user interface customizations, e.g. changing placement, color, size, etc. of a website
   - Technical support for troubleshooting platform issues

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Addendum 4
Collaborator's Bill of Rights

1) All kinds of work on a project are equally deserving of credit (though the amount of work and expression of credit may differ). And all collaborators should be empowered to take credit for their work.

2) The community should default to the most comprehensive model of attribution of credit: credit should take the form of a legible trail that articulates the nature, extent, and dates of the contribution. (Models in the sciences and the arts may be useful.)

   a) Descriptive Papers & Project reports: Anyone who collaborated on the project should be listed as author in a fair ordering based on emerging community conventions.

   b) Websites: There should be a prominent link to another webpage, e.g. "About Us" page, from the main website or homepage which credits with UO Libraries and Associates Leadership listed first. This should include current staff as well as past staff with their dates of employment.

   c) CVs: Your CV is your place for articulating your contribution to a collaboration. All collaborators should feel empowered to express their contributions honestly and comprehensively.

3) Universities, museums, libraries, and archives are locations of creativity and innovation. Intellectual property policies should be equally applied to all employees regardless of employment status. Credit for collaborative work should be portable and legible. Collaborators should retain access to the work of the collaboration.

Addendum 5
Institutional Policies and Legal Compliance

For all digital projects are required to follow UO institutional policies and services to support compliance with state and federal law. The following should be used to guide decision making and determining how to apply to digital projects.

- UO A to Z Index of UO Policy Statements
- UO Libraries Center for Media and Educational Technologies' for Instructors: Student Privacy and FERPA Compliance
- UO Libraries Privacy Statement
- Research Compliance Services (RCS)

Digital Scholarship Services
Digital Project Service Level Agreement

Addendum 6
Budget

Digital Project Budget	
Digital Platform Hosting	$0.00
Additional Technology Service Purchases	$0.00
Equipment Purchases	$0.00
Personnel Labor	$0.00
Marketing & Outreach	$0.00

Total   **$0.00**