

**Memorandum of Understanding [MOU]**  
between  
**Missouri History Museum, on behalf of MoHub**  
and  
**name of contributing institution [Contributor]**

## 1. Background

Missouri Hub (MoHub) is an unincorporated affiliation of institutions which seeks to improve for the benefit of the public the visibility and relevance of digital collections offered online in Missouri.

The Missouri History Museum, on behalf of MoHub, will facilitate Contributor communication to the Digital Public Library of America (DPLA), and communication of DPLA information relevant to this MOU to Contributor institutions. No fee will be paid by Contributor to the Missouri History Museum for this service and as a result Contributor exculpates the Missouri History Museum for any damage, injury or liability of any kind with respect to services provided herein or in relation to the MoHub project by the Missouri History Museum.

MoHub aggregates information about digital objects and serves as conduit for passing these descriptive records to DPLA—which assembles datasets of metadata that make content discoverable through a single search interface and open platform for developers.

MoHub provides Contributor with an on-ramp for participation in DPLA.

MoHub facilitates compliance with DPLA requirements for aggregation. Contributor in return ensures that the information it provides is accurate, and that the metadata it produces complies with the public domain requirements set out in the DPLA data exchange agreement (see <http://dp.la/info/wp-content/uploads/2013/04/DPLAMetadataApplicationProfileV3.pdf>). Neither MoHub or the Missouri History Museum has any responsibility with respect to the metadata or other material, physical or electronic, that is submitted by Contributor hereunder.

This Memorandum of Understanding (MOU) outlines:

- Parameters and process for contributing and removing metadata in MoHub.
- Guidelines governing ownership and use of metadata.
- Ongoing responsibilities of Contributor and MoHub.

This MOU is not a legal contract and is not intended to contain or reflect any enforceable obligation of any party. Instead it is a statement of mutual expectations representing a commitment to collaborate in a specific way.

## 2. Content

### Definition

**"metadata"** = describing digitized and born-digital items plus links to thumbnail images for those items where available

**"content"** = a born-digital object or a digital surrogate of a physical object

### Selection

Contributor is free to choose which metadata it contributes to MoHub. Similarly, MoHub has discretion to decide which [metadata it accepts and exports to DPLA.

### Ownership and Existing Rights

Contributor must have rights to reproduce and distribute the metadata it submits to MoHub, or have been granted license to do so by the copyright holder(s), or have certainty that metadata are in the Public Domain. Contributor is responsible for the accuracy of data, facts, and information, and agrees to use best efforts to provide MoHub with such information.

In all cases, ownership of content remains with the originating organization. By providing metadata to MoHub Contributor also agrees to have them added to DPLA, neither MoHub nor DPLA assert new rights over content or metadata.

### Ingest and Storage

Content shall be hosted on Contributor institution servers or servers licensed by Contributor institution and shall be made accessible to MoHub via [choose one] OAI feed, API feed, bulk download, or other data deliver mechanism.

## 3. Metadata

MoHub aggregates descriptive records that resolve to digital objects. Because there is no one metadata schema adhered to by all potential contributing institutions, MoHub will issue guidelines for institutions to follow in standardizing Contributor's metadata for DPLA, which depends on efficient and consistent collection of information in accordance with specific standards.

### Characteristics

MoHub will issue guidelines from time to time for institutions to follow, the current version of which is attached to this MOU as Exhibit A[. Metadata that Contributor provides must conform to MoHub guidelines. MoHub will provide Partner with suggestions to ensure that metadata meets the specifications established by guidelines.

Contributors are expected to be familiar with and adhere to the most current version of the guidelines. MoHub will make updates available to Contributors.

### Use and CCO Dedication

All metadata contributed to MoHub by Contributor must be made available under terms of the Creative Commons 1.0 ("CCO") Universal Public Domain Dedication. This dedication authorizes MoHub to provide access to the metadata provided by Contributor to DPLA, and further transform it in accordance with other third-party data aggregators.

To the extent that that metadata provided by Contributor may be protected by copyright, Contributor waives all rights to the metadata worldwide under copyright law, and metadata provided by Contributor is licensed to the public non-exclusively, unconditionally, and royalty-free for all types of use.

If aggregated records Contributor provides contain metadata collected from a third-party institution or database (for example, if Contributor hosts collections for another institution), then any such hosting agreement should be reviewed to determine whether Contributor has full right and authority to release submitted metadata under CC0.

#### Removal

Contributor may choose to cease participation in MoHub at any time. Contributor may request that their metadata be removed from MoHub's feed to DPLA. MoHub will request removal of metadata from DPLA on Contributor's behalf. DPLA provides its own removal guidelines in its Data Exchange Agreement ([link](#)).

#### **4. Ongoing Responsibilities**

##### Attribution

MoHub will use its best efforts to provide attribution to Contributor when publishing metadata. Contributor will use its best efforts to supply appropriate attribution in provided metadata.

##### Maintenance of technology

Both Contributor and MoHub will maintain technology (for example, OAI-PMH, Resource Sync) that allow for metadata to be shared with the DPLA on a regular, consistent basis.

##### Maintenance of data records

MoHub will act as a pass-through for the metadata sent to DPLA. Contributors are responsible for maintaining their own data records. MoHub is not a long-term repository for metadata.

#### **5. Signatures and dates**

**Missouri History Museum**  
MoHub

**[insert Contributor Name]**  
Contributor

<b>Name:</b>	<b>Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

## Exhibit A – Metadata Requirements for Contributors to the MoHub

Dated: July 1, 2014

[These requirements are subject to change]

NOTE: Normally, data is supplied to MoHub using an OAI-PMH feed built into another web application (for example contentDM). In such cases, requirements listed below that relate to the details of the OAI-PMH feed may not be known by the contributor. MoHub is very willing to work with the contributor to help meet the requirements listed below, but it cannot guarantee that a given feed and/or dataset can and/or will be harvested.

1. The contributor **MUST** provide a publicly accessible url to a data feed that conforms to the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) (See <http://www.openarchives.org/pmh/> for details about OAI-PMH).
2. If the contributor does not wish to, or does not have the rights to, contribute all records available at the given OAI feed, then the contributor **MUST** specify which sets may be harvested by MoHub from the given OAI feed. The set(s) **MUST** be defined within the given OAI feed and be listed from a ListSets query (For details, see <http://www.openarchives.org/OAI/openarchivesprotocol.html#Set>)
3. Metadata records from the given feed **MUST** conform to either the simple Dublin Core schema (see [http://www.openarchives.org/OAI/2.0/oai\\_dc.xsd](http://www.openarchives.org/OAI/2.0/oai_dc.xsd)) OR the Metadata Object Description Schema (MODS) (see <http://www.loc.gov/standards/mods/v3/mods-3-5.xsd>). The contributor **MUST** specify the prefix of the metadata schema to be used when MoHub harvests from the given feed. The specified metadata prefix **MUST** appear when querying the given feed with the 'ListMetadataFormats' verb (For details, see <http://www.openarchives.org/OAI/openarchivesprotocol.html#ListMetadataFormats>)
4. All metadata contributed to MoHub by Contributor must be made available under terms of the Creative Commons 1.0 ("CCO") Universal Public Domain Dedication. (see <https://creativecommons.org/publicdomain/zero/1.0/>)
5. Every metadata record **MUST** include a title value. If using the Dublin Core format, the value **MUST** be in the 'title' tag. If using the MODS format, the value **MUST** be in a 'title' tag within the first 'titleInfo' tag.
6. Every metadata record provided by the contributor to MoHub **MUST** include a url that links to a publicly available representation of the record managed by the contributor or by a third party that has been delegated to manage the given record. If metadata is in the simple Dublin Core format, the url should be in the first 'identifier' tag. If metadata is in the MODS format, the url should be in a 'url' tag within the first 'location' tag.
7. If there is a distinct digital asset associated with a provided metadata record, then there **MUST** be a url to a publicly available 'preview' or 'thumbnail' that can be displayed when the record is displayed on the DPLA website. The image should be no larger than 150 ppi on any side. If this url is contained in the metadata record, it should be found in the last 'identifier' tag in a Dublin Core record, or the last 'location' tag in a MODS record. If the url is not in the metadata record, MoHub will work with the contributor to determine the url from other data in a given record (for example contentDM has a 'getthumbnail' utility that requires the set name and record identifier).

8. The contributor **MUST** include a rights statement in each metadata record or provide a rights statement that can be applied to all records. If the rights statement is provided in each record and the metadata is in the simple Dublin Core format, the rights statement **MUST** be in the 'rights' tag. If the rights statement is provided in each record and the metadata is in the MODS format, the rights statement **MUST** be in the 'accessCondition' tag.
9. The contributor **MUST** include a statement identifying the contributing institution in each metadata record or provide such a statement that can be applied to all records. If the statement is provided in each record and the metadata is in the simple Dublin Core format, the statement **MUST** be in the first 'publisher' tag. If the statement is provided in each record and the metadata is in the MODS format, the statement **MUST** be in a 'publisher' tag within the first 'originInfo' tag.
10. It is strongly recommended that each metadata record include a 'type' value that conforms with the DCMI Type Vocabulary (<http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>) – usually from the subset that includes 'image', 'text', 'sound', or 'collection'. Alternatively, the contributor could provide a single type that applies to all metadata records. If the type value is supplied in the metadata record and the format is Dublin Core, the type value should be in the 'type' tag – if in the MODS format, the type value should be in the 'typeOfResource' tag.
11. The contributor **MAY** include additional metadata fields. It is recommended that additional metadata fields conform to DPLA's Metadata Application Profile (see <http://dp.la/info/developers/map/>).