



**Memorandum of Understanding
Among the Grand Rapids Public Library, the Grand Rapids Public Museum, GVSU
Libraries and the GVSU Brooks College of Interdisciplinary Studies**

The Libraries' Special Collections & University Archives of Grand Valley State University (GVSU) and GVSU's Brooks College of Interdisciplinary Studies enter into an agreement with the Grand Rapids Public Library (GRPL) and the Grand Rapids Public Museum (GRPM), collectively the Parties, to participate in an National Historic Publications & Records Commission (NHPRC) grant titled "Gi-gikinomaage-min: Preserving and Telling the Native American Urban Experience." The goal of this collaboration is to digitally preserve and facilitate access to primary source materials that tell the history of the urban Native American experience in Michigan. Oral history interviews and supporting materials from the holdings of the GRPL and the GRPM will be digitized and preserved through a grant written by GVSU. These, along with 50-60 new "born-digital" oral histories collected by GVSU researchers, will be made accessible in a common online resource designed for the project.

As part of this agreement, the GRPL will provide the Native American Oral History Project audiotapes (Collection #065) to be digitally reformatted by authorized vendor, SceneSavers, in Covington, Kentucky according to archival best practices. The GRPM will provide the West Michigan Native American History Project VHS tapes (Collection #045) to be digitally reformatted by SceneSavers as well, according to archival best practices. The originals will be returned to their originating institutions. A preservation copy of all the digitally reformatted materials (from both Collection #065 and Collection #045) will be given to GRPM and GRPL for offsite preservation. A second preservation copy will be added to GVSU's digital preservation service, Preservica, for digital preservation protection. Access copies of the digital files of each institution will be returned to the owning institution; GRPL will receive access files for Collection #065 and the GRPM will receive access files for Collection #045. Digital preservation copies of new oral histories collected by GVSU researchers as part of this project will also be provided to GRPL and GRPM for offsite preservation at the end of the grant, on or before December 31, 2017.

Public access to these files will available at the end of the grant and as soon as all parties are satisfied that all copyright issues are resolved. Issues should be reviewed and recommendations made by the Legal Counsel of the owning institutions (GRPL or GRPM) and GVSU. The GRPL and GRPM will contribute existing metadata to identify and describe the interviews. Each partner is responsible for the management of their own digital access files. Ownership will remain with the originating institution. The Parties will be able to use digitized materials from their own collections in any way, including making them publicly accessible on their own websites. The digital objects on the new, common online resource site will "link back" to the corresponding records on the GRPM's site www.grpmcollections.org; and the GRPL's site www.grpl.org/history/. The Parties may not use the files or grant permission to use the files of the other institutions without permission from the owner institution. Each institution is responsible for publicizing and promoting the collective website and crediting NHPRC in all uses of the digitized materials.

Decisions pertaining, for example, to work plans, data management plans, budget, fund-raising, user fee structure, and annual timelines of expectations outlined in the initial or revised agreement will be mutually agreed upon by the Parties. Any disagreements that cannot be resolved by and between the Parties will be decided by a third party mediator, with the cost shared equally among the Parties.

It is the aim of the Parties to make collections available to researchers following the most current and accepted archival standards of description and accessibility including digitization and placement on the Internet. Digitization decisions will be consistent with historical significance, informational value, copyright law or other legal restrictions, terms of the owner institution, scope of collection, available storage for proper preservation, available funds and other resources. It is understood that this work may be outsourced outside of GVSU, or may be done under the supervision of the Special Collections staff as copyright allows.

Principles agreed upon by the managing Parties:

- GRPL, GRPM, and GVSU through the Kutsche Office in the Brooks College of Interdisciplinary Studies, Native American Advisory Board, Office of Multicultural Affairs, and Special Collections & University Archives (SCUA) desire to develop a deep and distinctive scholarly resource of archival materials related to local diverse populations and unique stories of the Native American residents of West Michigan. The Parties will work together to preserve, protect, and make accessible history that is important to document these populations.
- GVSU will be responsible for writing a grant to preserve existing resources in the holdings of the GRPL and the GRPM. Owner institutions will be responsible for selecting materials to outsource for digitization. In return each institution will receive digitized copies of their holdings.
- SCUA may provide guidance to the Parties concerning preparation of collections prior to transfer of materials to be digitized.
- Collections and materials resulting from the grant will be shared in an online resource created for the grant and managed by GVSU. Ownership of the materials remains with the Parties. All records in the resource must be clearly marked with the name of the owner institution. The content contributed by the Parties to this project is not exclusive in any way. GRPM/GRPL can still use their materials for other exhibits, publications, websites, other projects, and the like. GVSU will not publish (make available online) any materials that may violate the United States Copyright Law or that do not have required release forms.
- All files created by the NHPRC grant will be digitally preserved by GVSU in Preservica. All metadata describing the content and ownership of the files will remain with the preserved digital files. Annual costs for storage in Preservica will be assumed by GVSU.
- These materials will be processed and cataloged according to accepted archival procedures and overseen by GVSU Libraries staff.
- The Parties will collaborate on outreach and research initiatives.

Signed for GVSU:



Lee VanOrsdel, Dean of University Libraries


Date: 5/18/15



Anne Hiskes, Dean of the Brooks College of Interdisciplinary Studies

Date: May 18, 2015

Signed for the Grand Rapids Public Museum:



Alex Forist, Collection Curator

Date: 5/18/2015


Signed for the Grand Rapids Public Library:



Tim Gleisner, Head of Special Collections

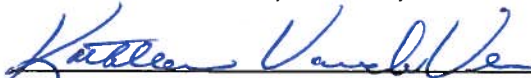
Date: 5/18/2015

Additional signatures, parties in support of the initiatives set forth in this MOU:



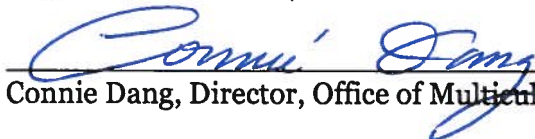
Melanie Shell-Weiss, Director, Kutsche Office of Local History

Date: 5/16/2015



Kathleen VanderVeen, Assistant Vice President, Division of Inclusion & Equity

Date: 5/18/15



Connie Dang, Director, Office of Multicultural Affairs

Date: 5/18/15