

# Participation Agreement

## Maine COVID-19 Community Archives

### 1. Purpose & Scope

The purpose of this agreement is to clearly identify the responsibilities of each library participating in the Maine COVID-19 Community Archives project.

### 2. Definitions

*Omeka.net*: The hosted version of Omeka, a platform for managing and sharing digital collections.

### 3. Background

Maine COVID-19 Community Archives is a collaborative, statewide initiative to document life in Maine during the COVID-19 pandemic.

Maine public libraries are invited to participate by creating an Omeka.net site to collect and share stories, images, and other items from their communities. Public libraries can participate individually or partner with other public libraries, school libraries, or cultural heritage institutions such as historical societies and museums.

Maine State Library commits to funding the Omeka.net sites for two years. Continued funding will be based upon the availability of funds from LSTA. Beyond this period, participating libraries are welcome to continue their sites with local or consortial funding. (See [www.omeka.net/signup](http://www.omeka.net/signup) for current pricing.)

The growing network of Maine libraries using Omeka.net for community archives projects can be a source of technical support, collaboration, and cooperative funding opportunities into the future.

### 4. Benefits

- Document local experiences and contribute to the historical record of the COVID-19 pandemic.
- Share an online platform with other community archives projects, which will improve access and engagement across collections.
- Exchange ideas and share knowledge with other librarians and archivists.

### 5. Limitations

- Maine State Library's Omeka.net plan allows for 50 GB of storage, which will be shared across all projects. The storage capacity of individual sites will depend on the number of participating libraries.
- Omeka.net is not a digital preservation system. Participating libraries should develop additional strategies for the long-term care of their collections.

## 6. Responsibilities

*Maine State Library will:*

- Provide two years of funding for an Omeka.net Platinum plan.
- Help to troubleshoot technical issues with the Omeka platform.
- Maintain a list of all participating libraries and share documentation/guidelines.
- Provide a logo for libraries to place at their site to reflect the federal funds that support it. Wording provided is optional.

*Participating libraries will:*

- Focus current collecting efforts on the impact of COVID-19 on their communities.
- Actively manage their Omeka.net site and accept responsibility for its content.
- Create Terms and Conditions that address copyright and privacy issues (see sample [Digital Submissions Terms and Conditions](#)).
- Assign a project lead to be in charge of the site at a local level and to participate in statewide discussions/email communications.
- Help to share and promote the Maine COVID-19 Community Archives project.

## 7. Agreement:

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Participating Library (and Any Project Partners)

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Name of Project Lead

Title

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Signature

Date

Janet McKenney

Director, Library Development

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Maine State Library Representative

Title



May 29, 2020

Signature

Date