

**Network of Alabama Academic Libraries
Alabama Digital Preservation Network (ADPNet)
Governance Policy**

(Adopted in 2008; revisions approved in 2009, 2010, 2011, 2014, 2017, 2018, and 2019)

1.0. Introduction and Mission

1.1. The Alabama Digital Preservation Network

The Alabama Digital Preservation Network (ADPNet) is a membership organization governed by the Network of Alabama Academic Libraries (NAAL), at the Alabama Commission on Higher Education, Montgomery, Alabama. ADPNet was established in 2006 with a two-year National Leadership grant awarded by the Institute of Museum and Library Services (IMLS). ADPNet's founding members were the Alabama Department of Archives and History, Auburn University, Spring Hill College, Troy University, The University of Alabama, the University of Alabama at Birmingham, and the University of North Alabama.

The purpose of ADPNet is to create, sustain, and extend a distributed digital preservation network for cultural heritage institutions in the state of Alabama and similar institutions in other states in the Southeastern United States (see Paragraph 2.0 below).¹

1.2. Mission

The mission of ADPNet is to manage and sustain a reliable, low-cost “dark archive” for the long-term preservation of locally created digital resources in Alabama and other states in the Southeastern United States. ADPNet seeks to foster better understanding of distributed digital preservation methods in the state and to create a stable, geographically dispersed dark archive of digital content that can be drawn upon if necessary to restore collections at the Member institutions. Participation in ADPNet does not, however, preclude the need for local data backup plans.

1.3. Need for Digital Preservation

The long-term preservation of digital assets is an essential part of digital collection building. However, some institutions are creating publicly available online collections, but failing to develop and implement strategies to assure long-term preservation of their digital collections. Along the Gulf Coast, Hurricanes Katrina and Rita resulted in the worst natural disasters in the country's history. Throughout the years, hurricanes, tornadoes, floods, and fires have destroyed libraries and ruined collections throughout the state of Alabama. Unlike damage in earlier years, the aftermath of Katrina galvanized public calls for strategies to prevent such chaos after future disasters. As more content becomes available in digital formats, Alabama residents will expect organizations to recover quickly in the event of another disaster.

¹ “Digital preservation combines policies, strategies and actions to ensure access to reformatted and born-digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time.” From “Definitions of Digital Preservation,” ALCTS Preservation and Reformatting Section, Working Group on Defining Digital Preservation ALA Annual Conference, Washington, DC, June 24, 2007. See: <http://www.ala.org/alcts/resources/preserv/defdigpres0408>

1.4. Program Strategies

The library and archival professions agree that digital preservation is critical and that no single strategy is appropriate for all types of institutions or all types of data. Institutions risk losing content primarily through two ways: physical damage and/or obsolescence of hardware and software. ADPNet uses a long-term storage network as an effective solution to prevent loss of digital assets through physical damage from natural events, human intervention or error, or just the ravages of time. It addresses a pressing need for Alabama institutions to ameliorate the risk of physical damage while planning to manage obsolescence threats.

The Alabama Digital Preservation Network will:

- Highlight the importance of preserving significant digital assets to the academic community, state agencies, and other cultural heritage institutions in Alabama and other states in the Southeastern United States;
- Manage and sustain a distributed, low-cost network for the long-term archival storage and preservation of digital assets created by all types of institutions in Alabama and other states in the Southeastern United States;
- Sustain a collaborative administrative structure to manage the storage network and assure its long-term viability; and
- Demonstrate that a distributed long-term storage repository for digital assets can support different types and sizes of collections from different kinds of institutions.

1.5. Operating Principles

ADPNet is guided by the following operating principles:

- Commitment to long-term preservation of critical cultural heritage content;
- Collaboration to adopt policies and procedures that will sustain ADPNet to the mutual benefit of its partners and content contributors;
- Commitment to keeping overhead low and achieving low-cost preservation strategies;
- Commitment to shared governance;
- A cooperative, robust, and decentralized peer-to-peer approach to selecting content of shared value, and mutual support of content with a particular (critical) value to individual institutions;
- Application of LOCKSS software² as the principal system for distributing copies of replicated content in secure, distributed locations over time;
- Wide applicability to a range of institutions and digital content;
- Commitment to storage and maintenance in migratable formats and data structures;
- Commitment to high standards for metadata and content; and

²LOCKSS (Lots of Copies Keep Stuff Safe: <http://www.lockss.org>) is an international non-profit initiative that provides tools and support so institutions can easily and cost-effectively preserve digital resources. LOCKSS technology is open source, peer-to-peer, decentralized digital preservation infrastructure. LOCKSS preserves all formats and genres of content. The intellectual content, which includes the historical context (the look and feel), is preserved. LOCKSS is OAI-compliant (ISO 14721:2003); the software continually audits and repairs the stored bits and bytes. Institutions have perpetual access to 100% of their content preserved in their LOCKSS network.

- Ongoing exploration of projects to advance digital preservation.

2.0. Membership

Any Alabama cultural heritage institution creating publicly available digital assets whose activities and objectives are consistent with the Alabama Digital Preservation Network's mission and principles may join ADPNet. This includes but is not limited to universities, libraries, museums, historical societies, and agencies of state government, as well as consortia of organizations and individual projects. Applications for membership from similar institutions in the Southeastern United States will be considered and voted on by the ADPNet Steering Committee on a case-by-case basis. For the purposes of this policy, the Southeastern United States is defined as Alabama, Mississippi, Louisiana, Tennessee, North Carolina, South Carolina, Georgia, and Florida. **If accepted into the network, out-of-state institutions must commit to joining ADPNet at the Host level and participating in network governance.** The ADPNet membership year begins on October 1. Membership fees are due during the month of October.

2.1. Membership Categories

ADPNet has two categories of membership, each with specific fees and responsibilities. The two categories are:

1. Host: a category for organizations with the necessary infrastructure to host one or more preservation nodes;
2. Participant: a category for organizations with digital content that needs to be preserved, but without the necessary infrastructure or the desire to host a preservation node.

The fees, rights, and responsibilities for each of these membership categories can be found in Attachment 1: ADPNet Membership Agreement and Attachment 3: ADPNet Membership Model and Storage Fee Schedule. The fee structure is designed to ensure that each member institution's costs are commensurate with its use of the Network.

Membership categories and fees are subject to change. ADPNet member institutions will be given a six-month advance notice of any upcoming changes in the categories or fees. Membership category is determined at time of joining the network and evaluated annually.

2.1.2. Applications for Membership

ADPNet will consider applications for membership from qualified institutions. An institution may apply to become a member by mailing or faxing a request to join ADPNet to:

Network of Alabama Academic Libraries
c/o Alabama Commission on Higher Education
Attn: ADPNet Steering Committee
P.O. Box 302000
Montgomery, AL 36130-2000
Fax: (334) 242-2269

Institutions may also submit applications for membership online or through a Web form on the ADPNet Web site (<http://www.adpn.org/>). Applications for membership will be reviewed by the ADPNet Steering Committee, and applicants may be asked to submit additional information about their digital collections and technical capabilities before the application is considered for approval. Election to membership requires a two-thirds favorable vote by the entire ADPNet Steering Committee. To complete its membership, a newly elected Member must sign and submit an ADPNet Membership Agreement affirming its acceptance of the conditions listed above.

2.2. Copyright, Intellectual Property, Data Ownership, and Indemnification

2.2.1. Copyright, Intellectual Property, and Data Ownership

All member institutions bear the responsibility for determining ownership and their right to preserve content prior to submitting it for archival storage in ADPNet (i.e. intellectual property and copyright issues). Unauthorized duplication or distribution of cached content is a violation of the governance policy.

ADPNet strives diligently to comply with the spirit of the 1976 Copyright Law (title 17, U. S. Code), related guidelines issued by the U. S. Copyright Office, and subsequent U.S. laws affecting copyright. ADPNet is a dark archive. This means that it is not accessible outside of preservation routines and is available only to the ADPNet member institutions for purposes of preservation and to replace the originating institution's local files when necessary. Each originating institution bears responsibility for handling copyright, intellectual property, and data ownership issues locally.

2.2.2. Indemnification

All member institutions agree to hold NAAL, ADPNet, and their members harmless in the event of infringement, claims of infringement, loss of data, interoperability, and any other technical standards and governance claims by waiving any rights of recovery for any costs or damages associated with their relationships to and Agreement with ADPNet. Likewise, all member institutions agree to indemnify NAAL and ADPNet to the extent permitted by law for any losses and costs incurred by ADPNet and its member institutions such as but not limited to legal fees, costs, and damage awards arising from infringement or other claims directly related to their activities in working with ADPNet and member institutions.

2.3. Withdrawing from ADPNet

All member institutions share some rights and responsibilities in common. These include agreeing to an initial membership term of no less than three years, with a notification period of at least ninety days to cancel membership thereafter. This time frame provides operational stability for ADPNet as it continues to grow and will help improve services to all member institutions by lessening administrative burdens. Following the completion of its initial term (three years or more), any Member may withdraw from ADPNet by notifying the ADPNet Steering Committee in writing of its intention to withdraw at least ninety days before the start of the next membership year on October 1. One year after the Steering Committee receives this notice, the withdrawing Member's content shall be deleted from all ADPNet servers. A withdrawing Host Member shall delete the

content of other members from its network node. Neither ADPNet nor the withdrawing Member shall have any further obligation to each other after that point.

3.0. Costs

The Alabama Digital Preservation Network seeks to require minimal expenditures by its member institutions. ADPNet is built on the LOCKSS model of low cost and low barriers to adoption, and ADPNet collaborates with the LOCKSS program to develop and maintain the freely available, open-source LOCKSS software. In practice, the LOCKSS software runs on standard server hardware and requires a moderate degree of systems administration for ongoing maintenance. Costs are both in-kind and monetary and involve the following things:

- Host member institutions must agree to install and run a LOCKSS preservation node (a server) in ADPNet. This includes all necessary local resources needed to manage the LOCKSS node that is part of ADPNet. The Network will fund the initial hardware purchase from the ADPNet account in accordance with the ADPNet Hardware Subsidy Program adopted in 2016 (see Attachment 4). Subsequent hardware replacements and/or enhancements will be conducted on a staggered five-year schedule and in accordance with the ADPNet Hardware Subsidy Program. Member institutions may choose not to avail themselves of the hardware subsidy.
- All member institutions must agree to bear the local cost of identifying, preparing, and submitting their relevant digital collections and associated metadata for harvest into ADPNet.
- Finally, all member institutions must pay the appropriate ADPNet membership fee OR join the LOCKSS Alliance and pay its annual membership fee. Membership in the LOCKSS Alliance entitles the Member to participate fully in LOCKSS for commercial electronic journal preservation and in ADPNet for the preservation of locally created digital assets. ADPNet membership by itself does not confer LOCKSS Alliance Membership. Storage fees are assessed separately from the membership fees and are payable to ADPNet according to the ADPNet Membership Model and Storage Fee Schedule (see Attachment 3).

Failure of a renewing member institution to pay ADPNet fees within the month of October will result in the cessation of harvesting new material from that site. New member institutions' content will not be harvested until all fees have been paid. A member organization may choose to change its membership category at the time of annual renewal.

Beyond these commitments, each ADPNet member institution should expect to cover its own costs associated with the following activities:

- Systems Administration and Cache Monitoring (Host Members only)
- Communications
- Content Provision
- Local administration

4.0. Organization and Governance

The Alabama Digital Preservation Network is a membership organization governed by the Network of Alabama Academic Libraries. ADPNet is managed by an appointed Steering Committee, a special committee of the Network of Alabama Academic Libraries.³ The Steering Committee represents the member institutions and oversees the management and operation of ADPNet.

4.1. The ADPNet Steering Committee

The ADPNet Steering Committee consists of voting representatives appointed by each Member according to the membership categories as defined in Attachment 1. The term of service is one year, and representatives can be reappointed to subsequent annual terms. The Steering Committee is responsible for setting general ADPNet policy, reviewing and approving requests to join ADPNet, and reviewing and approving requests to increase ADPNet storage capacity. A majority of the membership of the Steering Committee shall constitute a quorum. A majority vote of those committee members present at a meeting shall be required for action to be taken, with the exception of membership votes, which require a two-thirds favorable vote by the entire ADPNet Steering Committee (see Paragraph 2.1.2 above). Any representative at a member institution is eligible to serve as the Steering Committee Chair; appointment is by nomination or self-nomination (volunteering) and does not require a formal Steering Committee vote. The term of service is one year. In order to encourage broad participation in shared network governance among the member institutions, representatives from the same institution cannot serve consecutive terms as Chair.

4.2. Committees and Working Groups

4.2.1. The ADPNet Technical Policy Committee (TPC)

The ADPNet Technical Policy Committee (TPC) shall periodically review the ADPNet capacity and technical specifications and prepare recommendations on issues having to do with hardware and software. The TPC shall consist of IT staff members from ADPNet Host Members as defined in Attachment 3: ADPNet Membership Model and Storage Fee Schedule. The Chair of the Steering Committee shall ask the Host Members to assign IT staff to the TPC for an indefinite but negotiable term. The Chair of the Steering Committee shall be an ex officio member of the TPC; representatives of the LOCKSS program at the Stanford University Libraries may also serve as ex officio members of the TPC.

4.2.2. Other Special Committees or Working Groups

Other Special Committees or Working Groups may be appointed by the Chair of the Steering Committee from time to time as deemed necessary to carry on the work of ADPNet. The Chair of the Steering Committee shall be an ex officio member of such other committees.

³ The Network of Alabama Academic Libraries is a state and member-funded consortium of Alabama's academic institutions and the Alabama Commission on Higher Education. For more information, see: <https://ache.edu/NAAL.aspx>.

4.3. Communication

All member institutions are expected to participate in collaborative communication activities supporting ADPNet and to bear associated local costs. Communication methods include in-person meetings, telephone and video conferencing, e-mail, and Web-based applications that support collaboration. ADPNet member institutions are encouraged to disseminate information about the network via professional conferences and publications.

4.4. Financial Decisions

All financial decisions will be vetted by the ADPNet Steering Committee and forwarded to a subset of deans and directors at ADPNet member institutions for approval. The ADPNet Treasurer will prepare a financial spreadsheet at the beginning of each membership year, showing the network's projected revenue and expenditures for the upcoming year. The spreadsheet will be distributed to the deans and directors of ADPNet member institutions in time for the annual NAAL business meeting in the fall.

4.5. Annual Meeting

The ADPNet Steering Committee will convene virtually or in person at the end of each membership year to discuss and make recommendations for the following year, review and recommend any changes needed in the governance policy, review network capacity and technical specifications, and perform other needed actions. The Chair of the Steering Committee will present recommendations for action to the NAAL Executive Council.

5.0. Services and Operations

5.1. Content Oversight

All member institutions retain ownership of the content they submit to ADPNet. This content may remain in the network indefinitely. However, the Steering Committee reserves the right to review and remove any stored files, including but not limited to content that has not been made publicly accessible by the submitting member or content that has been submitted without proper copyright clearances. Further, the Steering Committee may remove the content of any member institution that has failed to maintain the obligations of its membership category. A member institution shall be given written notice that its content is to be removed due to failure to meet its membership obligations. If the obligations resulting in the written notice are not met in accordance with ADPNet requirements, the member institution's content will be removed one year after the date of the notice. Some materials may be removed immediately upon notification, for example, materials that have not been made publicly accessible or that violate U.S. Copyright laws (title 17, U.S. Code).

5.2. Disaster Recovery

In the event of data loss by a member institution, that member institution may recover the content it has submitted to ADPNet. ADPNet is intended to complement, not replace, local procedures for backing up server computers and the digital content that resides on them, and the ADPNet recovery process is intended solely to replace content lost due to a disaster event. All member institutions are expected to follow best practices for backing up their local files.

5.3. Network Reports

Host Members have access to various reports generated by their LOCKSS servers. It is the responsibility of each member institution to review these reports to assure that its network node is reliably harvesting content and polling other nodes for content.

Attachment 1: ADPNet Membership Agreement

Attachment 2: Recommended Technical Specifications for Standard ADPNet LOCKSS Server
(http://adpn.org/docs/pdf/Technical_Information.pdf)

Attachment 3: ADPNet Membership Model and Storage Fee Schedule

Attachment 4: MOU for ADPNet Hardware Subsidy Program

**Network of Alabama Academic Libraries
Alabama Digital Preservation Network (ADPNet)
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Attachment 1: ADPNet Membership Agreement

This page should be completed by an individual with organizational signature authority for the institution joining the Alabama Digital Preservation Network (ADPNet). Signature indicates agreement to the terms and conditions of the document entitled “Alabama Digital Preservation Network Governance Policy.” Specifically, the signature certifies that the applicant institution:

1. Meets the criteria for membership described in Paragraph 2.0.
2. Agrees to install and maintain a LOCKSS server in the Network and make that server available to support ADPNet initiatives and programs (Host members only). The server should satisfy the ADPNet technical requirements as described in Attachment 2: Recommended Technical Specifications. These requirements may be revised from time to time, as described in Paragraph 2.1.
3. Agrees to contribute locally created and publicly available digital content to the Network and harvest digital content from other member institutions (Host members only). Participant members agree to contribute locally created and publicly available digital content to the Network (Paragraph 2.1).
4. Commits to pay the appropriate ADPNet membership fee OR join the LOCKSS Alliance for the duration of its membership in ADPNet. Commits to pay ADPNet storage fees. Membership and storage fee schedules are presented in Attachment 3: ADPNet Membership Model and Storage Fee Schedule (Paragraph 2.1).
5. Commits to a an initial membership term in ADPNet of no less than three-years’ duration, with a notification period of at least ninety days before the start of the next subscription year to cancel membership thereafter. (Paragraph 2.3).
6. Commits to serve a term as Chair of the ADPNet Steering Committee.

Fees and Responsibilities

Please check the box for your preferred membership level:

HOST

Annual membership fee: \$2,500

Storage fees: \$250/TB in 1TB allotments, 1TB minimum allotment

Governance representation: 1 seat/vote on the Steering Committee, 1 seat/vote on the Technical Policy Committee.

Responsibilities:

- Host and maintain one server with sufficient capacity to accommodate the anticipated network holdings for the coming year. Agree to expand server capacity as needed. (Capacity is reviewed annually in the summer to determine expansion needs; the goal is to cover future server and storage expenses through the ADPNet membership and storage fees.)

- Provide system administration for the server according to network policies (0.25 FTE).
- Guide the development of the network (time commitment: ~2 hours/month).
- Make material available for ingest.
- Serve as an onramp for Participant category members (harvest content, procure content, and/or provide assistance with technical issues).
- Serve a term as Chair of the ADPNet Steering Committee.
- Follow the policies and procedures of ADPNet.

PARTICIPANT

Annual membership fee: \$300

Storage fees: \$25/50GB in 50GB allotments, 50GB minimum allotment

Governance representation: 1 elected representative/vote per five category members (or portion thereof) on the Steering Committee.

Responsibilities:

- Make material available for ingest by staging it on an accessible web server.
- Participate in writing plug-ins for content ingestion.
- Serve a term as Chair of the ADPNet Steering Committee.
- Follow the policies and procedures of ADPNet.

Thank you for applying to join the ADPNet, and welcome!

Please print clearly or type information requested in the form below.

Institution: _____

Signature by Authorized Representative: _____

Print Name & Indicate Title: _____

Date: _____

Approved by ADPNet Steering Committee: _____

Signature of ADPNet Steering Committee Chair: _____

Date: _____

PLEASE SEND THIS FORM WITH YOUR ORIGINAL SIGNATURE TO:

Network of Alabama Academic Libraries
 c/o Alabama Commission on Higher Education
 P. O. Box 302000
 Montgomery, AL 36130-2000

You can also send a copy of this signature page via fax (334-242-2269) or e-mail it to Sheila Snow at the Network of Alabama Academic Libraries (sheila.snow@ache.gov).

When this application has been accepted by the ADPNet Steering Committee, a copy of the fully executed agreement will be returned to you.

Please note: The ADPNet membership year begins October 1. Payments are to be sent to:

University Libraries
ATTN: ADPNet
University of Alabama
Box 870266
Tuscaloosa, AL 35487



Attachment 2: Recommended Technical Specification for Standard ADPNet LOCKSS Server

1. Chassis: at least 12 drive bays. Eight bays can be used immediately and four can be kept for future upgrades. The backplane should already be wired for use.

2. Storage capacity: at least 8x4TB drives = approximately 24TB usable storage in RAID 6 or approximately 28TB usable storage in RAID 5. Aiming at 8x4TB should future-proof the network for a while. Expectations about the actual amount of usable storage should be adjusted for RAID 5 or RAID 6 (RAID 6 has built-in tolerance for two-drive failure, but you lose the capacity of an additional drive).

Software RAID is acceptable. Controller cards should be compatible with more than 2.2 TB HDD. This should be the case with any system integrator's product with 8x4TB.

3. Memory (RAM): 16GB (memory is cheap, so vendors will probably go up to 32GB).

4. Processor. This is the great unknown. MetaArchive recommends the Intel Core i7 (quad core). CLOCKSS recommends Dual Xeon E5504 (eight cores) for production machines. More information:

- (Dual CPU) Xeon E5504: http://ark.intel.com/products/40711/Intel-Xeon-Processor-E5504-4M-Cache-2_00-GHz-4_80-GTs-Intel-QPI
- The Xeon E5504 is a member of the Intel Xeon Processor 5000 Sequence: <http://ark.intel.com/#@Processors>
- Intel doesn't call the Core i7 processor a server CPU. It is hard to know which Core i7 to compare (https://www.cpubenchmark.net/cpu_list.php).

5. Redundant Power Supply.

Again, these are the recommended specifications. Please contact adpnet@auburn.edu if you have questions.

(April 2015)



Attachment 3: ADPNet Membership Model and Storage Fee Schedule

Institutions can join ADPNet in one of two ways: (1) by joining the [LOCKSS Alliance](#) directly; OR (2) by choosing one of these two ADPNet membership levels. Network storage fees are assessed separately from the membership fees and are payable directly to ADPNet.

ADPNet membership levels:

- **Host: \$2,500/year (= host a LOCKSS preservation node and contribute content to the network)**
- **Participant: \$300/year (= don't host a LOCKSS preservation node, but contribute content to the network)**

ADPNet network storage fees:

- **Host and LOCKSS Alliance members: \$250/TB in 1TB allotments, 1TB minimum allotment**
- **Participant: \$25/50GB in 50GB allotments, 50GB minimum allotment**

This model aims to simplify ADPNet membership by reducing the number of membership levels from four to two. It also reduces network storage fees. The goal is to make membership more affordable while at the same time maintaining a fund that can be used to replace or expand nodes as needed. The rationale behind the different storage fees is that Hosts and LOCKSS Alliance members are investing more of their own resources in the network (hosting and running a LOCKSS node and/or supporting LOCKSS financially), therefore they pay less for network storage.

Q&A

1. What role will the LOCKSS office play under the new model?

Under the new model, the role of the LOCKSS office at Stanford University will be to focus on developing/supporting the LOCKSS software and providing specialized help and troubleshooting if we need it. We—the ADPNet member institutions—will take over responsibility for the day-to-day running of the network. This includes setting up and maintaining the ADPNet LOCKSS configuration server, performing regular status checks of the network nodes, preparing and releasing archival units for harvesting into the network, and providing routine technical guidance and support to members who are running LOCKSS nodes. In fact, we have already started doing these things.

2. If ADPNet covers the initial hardware purchase, who will be responsible for maintenance, repair, replacement, etc.?

Member institutions will be responsible for maintaining hardware that has been paid for by ADPNet. In other words: ADPNet buys it, the member institution keeps it going until the next hardware replacement cycle.

3. How will the hardware purchases work?

Through a funds transfer from the ADPNet account **after** a copy of the paid vendor invoice has been submitted by the member institution to the ADPNet Steering Committee.

4. Are there going to be initial storage consumption caps? With the current hardware infrastructure we have, storage is finite.

Yes, there will be initial storage consumption caps. We suggest setting rough guidelines at the beginning of the ADPNet membership year, based on how much content is on deck and how much space we have (e.g. “cap of 5TB per member this year”). In other words, the network members will have to do some planning and pacing at the beginning of the year.

5. How will the new membership model and new policies be implemented?

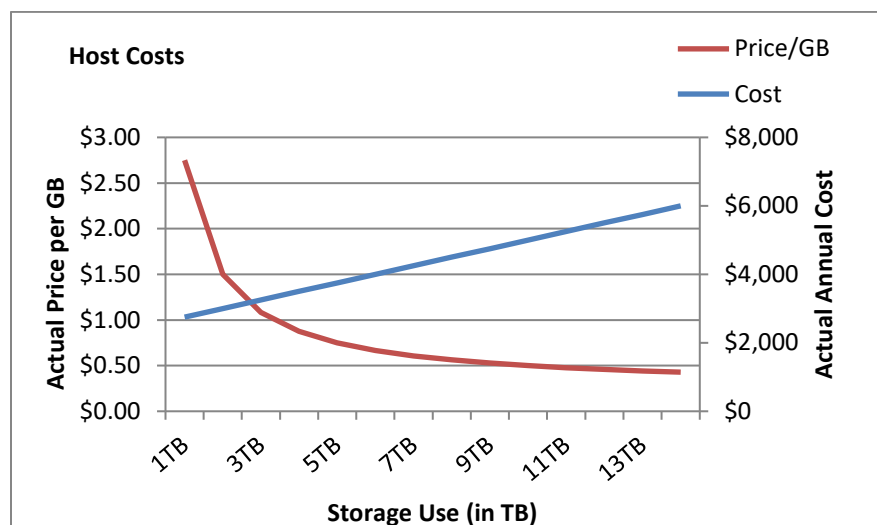
The new policies will be implemented through changes to the ADPNet Governance Policy and/or through specific policy documents, as needed.

6. When will the new membership model take effect?

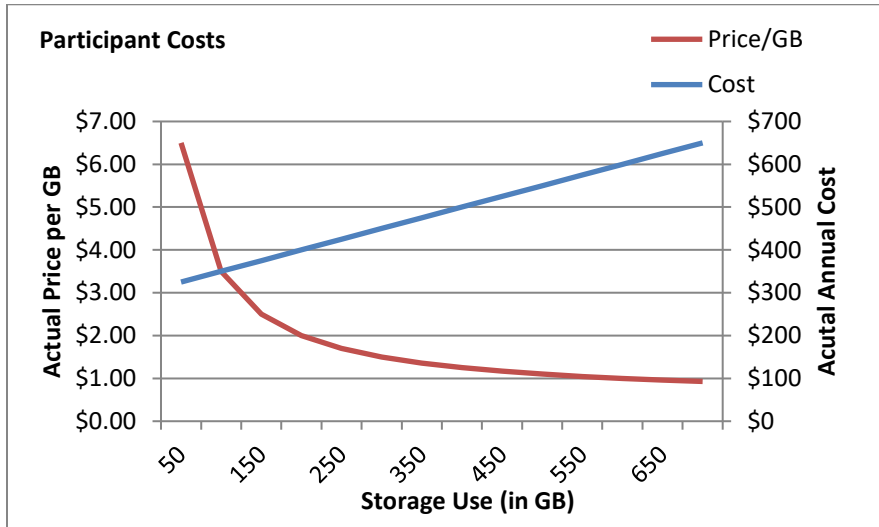
The new membership model took effect on October 1, 2016.

7. What are my expected costs?

For Hosts, the actual annual cost is the \$2500 base fee and the storage fee calculated in 1TB chunks. At a minimum, a Host with 1TB or less of storage can expect an annual cost of \$2750.



For Participants, the actual annual cost is the \$300 base fee and the storage fee calculated in 50GB chunks. At a minimum, a Participant with 50GB or less of storage can expect an annual cost of \$325.



(September 2016)



Attachment 4: Memorandum of Understanding

Alabama Digital Preservation Network (ADPNet) Hardware Subsidy Program

This memorandum of understanding (“MOU”) constitutes the agreement of participant (“Host”) and the Alabama Digital Preservation Network (“ADPNet”) for utilizing the ADPNet hardware subsidy program.

Important points:

- ADPNet will subsidize the purchase of recommended ADPNet hardware as provided below. All additional expenses associated with maintenance and repair of the hardware during its lifecycle will be borne by the Host.
- The amount of the ADPNet hardware subsidy is currently capped at \$6,000 per server.
- The subsidy program is limited to one server apiece for up to two Hosts in a single ADPNet membership year, which is defined as October 1-September 30.
- Hosts must submit a copy of the paid purchase invoice to the ADPNet Steering Committee in order to receive the hardware subsidy.
- Servers purchased under this program will be replaced on a rolling five-year schedule, in the order in which they were originally purchased, except in cases of emergency as agreed upon by the ADPNet Steering Committee.

1. Program overview

In order to ensure that sufficient hardware capacity exists for preservation activities, ADPNet agrees to subsidize the acquisition of new server hardware for member institutions at the Host level. Hardware whose purchase is paid for in whole or in part with ADPNet funds is to be used solely for preservation activities related to ADPNet. This MOU provides general procedural directions. It is subject to periodic review and possible modification by the ADPNet Steering Committee, of which the Host is a member.

2. Vendor selection

ADPNet will provide vendor and hardware recommendations to the Host. The Host will make the final determination on the hardware vendor, in accordance with local purchasing regulations (e.g. preferred vendor or purchasing contract).

3. Warranty service and shipping costs

Warranty service should be selected by the Host at the time of purchase. The Host will be responsible for communicating with the vendor for warranty service. The Host is also responsible for communicating with the vendor on shipping costs.

4. Payment and maximum reimbursement amount

The Host is responsible for paying for the hardware up front. This includes paying for parts, labor, shipping, and warranty. The maximum amount of the ADPNet hardware subsidy will be reviewed in October, at the beginning of each membership year. **The maximum amount of the subsidy is currently capped at \$6,000 per server.** The subsidy will take the form of a funds transfer from the ADPNet account at The University of Alabama to the Host's institution **after** the Host submits a copy of the paid invoice to the ADPNet Steering Committee.

5. Disk and parts replacement

The Host agrees to cover the cost of replacement hard disk drives and other replacement parts.

6. Maintenance

The Host agrees to provide reasonable non-warranty maintenance on hardware purchased with ADPNet funds.

7. Limit on the number of servers that may be subsidized under this program

ADPNet will subsidize the purchase of one (1) new server for up to two (2) member institutions at the Host level in a single ADPNet membership year, which is defined as October 1-September 30. The replacement schedule for servers purchased under this program will be once every five (5) membership years. Typically, servers purchased under this program will be replaced on a rolling schedule, in the order in which they were originally purchased. That schedule may be altered at the discretion of the ADPNet Steering Committee in cases of emergency.

8. Liability

The Host recognizes there are certain risks associated with on-site hardware and software services and waives all claim against ADPNet for any loss or damage that may result from this program.

For ADPNet: _____ Date: _____

For Host: _____ Date: _____

(September 2016)