

Indiana Digital Preservation (InDiPres) Governance Policy

Approved: August 11, 2016

Revised: September 20, 2017

Introduction and Mission

Indiana Digital Preservation

Indiana Digital Preservation (InDiPres) is an independent, community-based membership organization dedicated to facilitating a geographically distributed and affordable digital preservation solution for cultural memory institutions situated in Indiana. InDiPres achieves this through its collaborative membership in the MetaArchive Cooperative Preservation Network, which is also a community-owned, community-led initiative comprised of libraries, archives, and other organizations committed to digital preservation. InDiPres members share in the expense of secure, geographically distributed storage. Founded in February 2016, Indiana Digital Preservation primarily seeks to assist small and mid-sized cultural memory organizations with the long term preservation of digital content. The Indiana State Library serves as the lead institution for InDiPres, and the Indiana State Library Foundation is the fiscal agent.

Mission

The mission of Indiana Digital Preservation (InDiPres) is to collaboratively manage and sustain a low-cost, secure, and geographically distributed archive for the long term preservation of locally sponsored digital resources in Indiana.

Membership

Any Indiana institution creating digital assets whose activities and objectives are consistent with Indiana Digital Preservation's mission and principles may join InDiPres. This includes but is not limited to universities, libraries, museums, historical societies, research centers, agencies of state and local government, and individual projects. The InDiPres membership year begins on July 1. Membership fees are due during the month of July.

Commitment to Diversity

InDiPres encourages participation and membership by people and organizations of any race, color, national origin, religion, gender, sexual orientation, and physical ability; and welcomes participation from those with diverse ideas, with diverse collections, and from underrepresented groups.

Applications for Membership

InDiPres will consider applications for membership from qualified institutions. Applications for membership will be reviewed by the InDiPres Steering Group, 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 InDiPres Steering Group. To complete its membership, a newly elected Member must sign and submit an InDiPres Membership Agreement affirming its acceptance of the conditions listed. New members are approved by the Indiana State Library with input from the Steering Committee as appropriate. An institution may apply to become a member by mailing, emailing, or faxing a request to join InDiPres to:

InDiPres-Indiana State Library
140 N. Senate Avenue
Indianapolis, IN 46204-2296
Email: crendfeld@library.IN.gov
Phone: 317-232-3694; 317-232-0002 (FAX)

Institutions may also submit applications for membership online or through a Web form available at: <http://www.indipres.org/membership.html>.

Member Responsibilities

All Members bear the responsibility for determining ownership and their right to preserve content prior to submitting it for archival storage in InDiPres (i.e. intellectual property and copyright issues). Unauthorized duplication or distribution of cached content is a violation of the governance policy. InDiPres strives diligently to comply with 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. InDiPres is a dark archive. This means that it is not accessible outside of preservation routines and is available only to the InDiPres Members for purposes of preservation and to replace the originating institution's local files when necessary.

All Members agree to hold InDiPres and its 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 the Member's relationships and Agreement with InDiPres. Likewise, all Members agree to indemnify InDiPres and its Members to the extent permitted by law for any losses and costs incurred by InDiPres and its Members such as but not limited to legal fees, costs, and damage awards arising from infringement or other claims directly related to the Member's activities in working with InDiPres and Members.

All Members share rights and responsibilities in common, including agreeing to retain membership through the end of the full three-year cycle with a one-year notice to cancel membership thereafter. This time frame provides some predictability for InDiPres as it continues to grow and will help improve services to all Members. Following the completion of its initial term (three years or more), any Member may withdraw from InDiPres by notifying the InDiPres Steering Group in writing of its intention to withdraw. It is understood that all digital content contributed to the MetaArchive Preservation Network by InDiPres Members for preservation purposes may remain in the Network indefinitely. The MetaArchive Steering Committee reserves the right to remove content from the MetaArchive Preservation Network, in, but not

limited to, such cases as: a) content is deemed unsuitable; b) content was submitted without proper copyright clearance; or c) if the submitting InDiPres fails to fulfill its responsibilities to the Cooperative as stated in the MetaArchive Charter and in the signed Membership Agreement.

Digital Collection Disaster Recovery

The MetaArchive Preservation Network is not intended as a substitute for a robust local backup and recovery regimen. However, in the event of data loss at any InDiPres Member site, that Member may recover its data in full from the MetaArchive Preservation Network and archive(s) to which it has contributed content through InDiPres by working. Data available for recovery includes the metadata and the digital objects that the InDiPres Member has submitted to the MetaArchive Preservation Network and that has been successfully ingested. Recovery time is dependent on the size of the collection to be recovered and restored.

Costs

Indiana Digital Preservation requires minimal expenditures by its Members. The annual membership fee will be based on the following factors:

- Members pay \$100/year to participate in InDiPres
- Members share the cost of the MetaArchive Collaborative Membership (\$2,500/year/3 year minimum)
- Members share the cost of the LOCKSS server (approximately \$6,000 with a 3 year replacement cycle)
- Members pay for individual storage needs (\$0.59/GB/year)

Example: the membership fee would be \$325/year plus the cost of individual storage, if there are 20 members.

New members will pay a pro-rated amount. Contact InDiPres for actual costs.

InDiPres Organization & Governance

Indiana Digital Preservation is a membership organization governed by its membership. It is managed by an elected Steering Committee that represents the Membership and oversees the management and operation of InDiPres. Representatives from the Indiana State Library and Indiana State University Library serve as ex officio members.

Steering Committee

The Steering Committee is the governing body of Indiana Digital Preservation. It is responsible for overall management, coordination, communication, and reporting efforts. The Steering Committee consists of a chair, a chair-elect and a communications officer elected from the general membership by simple majority vote. In addition, one representative from the Indiana State Library and one representative from the Indiana State University Library will serve on the

Steering Committee as ex officio members. The Steering Committee will meet on an “as needed” basis. A quorum for the Steering Committee is 2/3 of the elected officers.

Steering Committee Chair Roles & Responsibilities

The Steering Committee Chair is primarily responsible for 1) convening all Steering Committee and Membership meetings; 2) calling for and preparing agendas for said meetings; and 3) ensuring any/all strategic items get brought to a vote as deemed necessary by the Steering Committee. On an as-needed basis, the Steering Committee Chair will make herself/himself available throughout her/his term as an advisor to the Sub-Committees as they prioritize working items. The Steering Committee Chair will also be available to correspond with prospective new Members and will actively seek opportunities to promote InDiPres across the state of Indiana.

Term of Service: One year term with opportunity for renewal.

Steering Committee Chair-Elect Roles & Responsibilities

The Steering Committee Chair-Elect is primarily responsible for convening the Sub-Committees prior to Steering Committee meetings to evaluate and document progress regarding active working items. The Steering Committee Chair-Elect will assist the outgoing Steering Committee Chair with preparing agendas for Steering Committee meetings. The Chair-Elect is also strongly encouraged, as time and availability allots, to correspond with prospective new Members and actively seek opportunities to promote InDiPres.

Term of Service: Two year term with the second year serving as the Chair of the Steering Committee.

Steering Committee Communications Officer Roles & Responsibilities

The Steering Committee Communications Officer is primarily responsible for assisting the Steering Committee leadership with recording and distributing minutes from all Steering Committee and membership meetings. The Steering Committee Communications Officer is also responsible for issuing notifications of meetings, calls for nominations for all open Steering Committee leadership positions, and reviewing the results of all voting elections. In addition the Communications Officer serves as the spokesperson for InDiPres.

Term of Service: One year with opportunity for renewal.

Standing Committees

Finance Committee Roles & Responsibilities

The Finance Committee will serve as an advisory body to the Indiana State Library Foundation, which is the fiscal agent for InDiPres; the committee will be chaired by the ex officio representative from the Indiana State Library. The Committee will review the financials and make recommendations to the Steering Committee concerning fees and expenditures as

necessary. Members of the Finance Committee are appointed from the general membership. A minimum of two individuals will be appointed. Volunteers for service are encouraged.

Term of Service: Two years with opportunity for renewal.

Technology Committee Roles & Responsibilities

The Technology Committee will research and evaluate ingest pathways and tools; software applications, storage needs and other similar issues related to long term digital preservation. The committee will be chaired by the ex officio representative from Indiana State University Library.

Term of Service: Two years with opportunity for renewal.

Membership/Outreach Committee Roles & Responsibilities

The Membership/Outreach Committee will promote InDiPres to prospective member organizations and individuals, and interact with current members to gather information about experience and needs as they relate to the long term preservation of local digital content.

Term of Service: One year with opportunity for renewal

Nomination Committee Roles & Responsibilities

The Nomination Committee will assist the Communications Officer with election of Steering Committee leadership positions and the appointments of members to committees.

Term of Service: One year with opportunity for renewal

Ad Hoc Committees

Ad hoc committees may be appointed by the Steering Committee for specific, but limited purposes.

Membership Meetings

Membership meetings will be held twice a year. The agenda will be set by the Steering Committee. At the first meeting following the July membership renewal, InDiPres Members will elect officers to serve on the Steering Committee and appoint members for the standing committees.

Members unable to physically attend the membership meeting(s) may make arrangements to participate virtually.

Members may present items to the Steering Committee for inclusion on the agenda two weeks prior to the date of the next meeting.

The Steering Committee is empowered to convene additional meetings either virtual or in person as the situation requires. Membership organizations may request additional meetings submitting a written request specifying the reason(s) to a member of the Steering Committee.

The Communications Officer will keep and distribute Meeting Minutes to the membership.

A quorum consists of one third of the membership organizations.

Nominations & Elections

Anyone affiliated with a member organization in good standing may stand for election or serve on a committee. Nominations are due one month prior to the meeting following the July membership renewal.

Members can/should self-nominate for any open positions on the Steering Committee or other committees.

Candidates will be selected by simple majority vote of the membership.

Each member organization has one vote; voting electronically or by proxy is permissible up to 1 week in advance of the membership meeting by notifying a member of the Steering Committee. In case of a tie vote, the Steering Committee will cast the deciding vote that is in the best interest of InDiPres.

The Communications Officer will review voting results and report outcome(s) to the Members.

All elected individuals will assume office and responsibilities immediately following the election results.

Change of Governance Policies

InDiPres governance policies may be amended at any time by a 2/3 majority vote of the membership.

Sixty days prior written notice shall be given to all member organizations of proposed amendments.

Proposed amendments may originate from InDiPres membership and/or the Steering Committee.

Rules of Order

InDiPres membership and steering committee meetings will be governed by Robert's Rules of Order, latest edition.