

# **Indiana Digital Preservation (InDiPres)**

## **Governance Policy**

Revised Draft: July 12, 2021

Approved: August 20 , 2021

### **I. Introduction and Mission**

#### **A. 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 seeks to assist small and mid-sized cultural memory organizations with the long-term preservation of digital content. The Indiana State Library (ISL) serves as the lead institution for InDiPres, the Indiana State Library Foundation is the fiscal agent, and Butler University serves as its technological home.

#### **B. 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.

### **II. 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.

#### **A. Applications for Membership**

InDiPres will consider applications for membership from qualified institutions. Applications for membership will be reviewed by the InDiPres 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 2/3 favorable vote by the InDiPres Steering Committee. To complete its membership, a newly elected Member must sign and submit an InDiPres Membership Agreement affirming its acceptance of the conditions listed. An institution may apply to become a member by mailing

or emailing a request to join InDiPres to:

InDiPres-Indiana State Library  
140 N. Senate Avenue  
Indianapolis, IN 46204-2296  
[Email: jusclark@library.IN.gov](mailto:jusclark@library.IN.gov)  
Phone: 317-232-2988

## **B. Costs**

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

Members pay \$125/year to participate in InDiPres  
Members share the cost of the MetaArchive Collaborative Membership  
(\$2,500/year/three-year minimum)  
Members share the cost of the LOCKSS server (approximately \$6,000 with a three-year replacement cycle)  
Members pay for individual storage needs (\$0.59/GB/year)

Example: the membership fee would be \$350/year plus the cost of individual storage, if there are 20 members.

New members will pay a pro-rated amount based on the month of joining. Contact InDiPres via the information above for pro-rated costs.

The Indiana State Library will maintain a financial spreadsheet indicating all paid and outstanding fees, including memberships and storage costs. This document will be available to InDiPres leadership via a shared Google Drive. Members can also request this spreadsheet from the Indiana State Library via email.

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Every month, ISL will follow up with Members with outstanding fees, inquiring as to the status of their payment. If payment for membership fees has not been paid by a Member for two yearly cycles, the InDiPres steering committee has the option to terminate their membership. Termination of membership will be decided by a 2/3 vote of the Steering Committee.

As with the financial spreadsheet, the Indiana State Library will be responsible for maintaining a membership listing for InDiPres. This listing will be made available on the shared InDiPres Google Drive, along with the financial spreadsheet. Members can also request this listing from the Indiana State Library via email.

## **C. Withdrawal of Membership**

All Members share some 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 who wishes to continue membership with InDiPres may propose their intention at a Steering Committee meeting. A simple 2/3 majority vote by the Steering Committee will provide them with another three-year membership term. Conversely, any Member may withdraw from InDiPres by notifying the InDiPres Steering Committee in writing within 30 days 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 Member fails to fulfill its responsibilities to the Cooperative as stated in this Charter and in the signed Membership Agreement.

#### **D. 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.

### **III. Sustainability**

#### **A. 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. 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.

#### **B. Leadership Changes**

In the event of a change in InDiPres leadership at a host and/or member institution, processes, workflows, and contacts of that institution will be shared with the InDiPres Steering Committee before the leadership change takes effect. This includes documentation, pertinent email and other correspondence, meeting notes, and any items in process such as policy or workflow revisions. Any individuals who have represented the institution will be asked to attend a final membership meeting at which the Steering Committee may ask questions regarding the transfer of knowledge and organizational memory pertinent to InDiPres. In this way such information will be recorded in the minutes for posterity.

### **C. Governance Policy Maintenance**

Periodically this policy document will need to be updated or changed. This will be the responsibility of an ad hoc committee (see Ad Hoc Committee section) which will be formed by the Steering Committee Chair, Chair Elect, and volunteers from the membership. Any changes will be submitted for review by the Steering Committee and will be shared at a Membership Meeting. When changes are made to the Governance Policy, the InDiPres website copy will be updated by the Webmaster.

### **D. Fiscal Responsibility**

To sustain itself, InDiPres requires membership support through minimal expenditures by its Members. Annual fees and membership fees are paid by Members to the InDiPres Fiscal Agent, who is Justin Clark, Digital Initiatives Director of the Indiana Historical Bureau, a division of the Indiana State Library.

## **IV. 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 Butler University Library serve as ex officio members.

### **A. 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 Past Chair, Chair, and a Chair-Elect, elected from the general membership by simple majority vote. In addition, one representative from the Indiana State Library and one representative from the Butler University Library, and an appointed Webmaster will serve on the Steering Committee as ex officio members. The Steering Committee will appoint said Webmaster. The Steering Committee will meet on an “as needed” basis. A quorum for the Steering Committee is 2/3 of the elected officers.

**Term of Service:** Service on the Steering Committee will be a three-year commitment, with the elected individual first serving as Chair-Elect, then as Chair, and finally as Past Chair. The rotation of these roles will provide some continuity of leadership, while allowing for a new Committee member each year. The roles will rotate at the Annual Meeting in August. Past-Chairs may seek a renewal of their role as Chair-Elect.

In the event that an individual cannot serve for three years, the Steering Committee will seek nominations to fill the vacant role, and a general membership election will be held. The newly elected member will complete the term of the vacant role.

## **1. 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 be available throughout their term as an advisor to ad hoc 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.

## **2. Steering Committee Chair-Elect Roles & Responsibilities**

The Steering Committee Chair-Elect aids the Chair in convening Steering Committee and Membership meetings, assists with preparing meeting agendas, records and distributes minutes from Steering Committee and Membership meetings, calls for ad hoc committee nominations, and reports the results of all voting elections.

## **3. Steering Committee Past Chair Roles & Responsibilities**

The Past Chair serves in an advisory capacity on the Steering Committee, aiding the Chair and Chair-Elect when needed. The Past Chair is also responsible for seeking nominations for the Chair-Elect.

## **4. Webmaster Roles & Responsibilities**

The Webmaster, appointed by the Steering Committee, is responsible for maintaining and updating the InDiPres website.

**Term of Service:** One-year appointment with opportunity for renewal

### **B. Ad Hoc Committees**

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

### **C. Membership Meeting**

A membership meeting will be held once a year in August. The agenda will be set by the Steering Committee. InDiPres Members will elect officers to serve on the Steering Committee and committee chairs will appoint members to ad hoc committees as needed.

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 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 Chair-Elect will keep and distribute Meeting Minutes to the membership. A quorum consists of members present during a membership meeting.

#### **D. Nominations & Elections**

Anyone affiliated with a Member organization in good standing may stand for election to the Steering Committee or be appointed to an ad hoc 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 for the Steering Committee will be selected by simple majority vote of the membership. Members of ad hoc committees will be appointed by the chair of the respective committee or the Chair of the Steering Committee.

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 Chair-Elect will review voting results and report outcome(s) to the Members.

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

#### **E. Change of Governance Policies**

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

Thirty 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.

#### **F. Rules of Order**

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

## **V. Copyright, Intellectual Property, and Indemnification**

### **A. Copyright and Intellectual Property**

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 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. 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. Each originating institution bears responsibility for handling copyright and intellectual property issues locally.

### **B. Indemnification**

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 undersigned Member's relationships to and its 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 undersigned Member's activities in working with InDiPres and Members.