

July 23, 2012

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Dear Prospective Partner,

The Digital Library of the Caribbean (dLOC) is a cooperative digital library that houses resources from and about the Caribbean and circum-Caribbean. dLOC currently supports more than 30 project partners and silent agreements with other content providers to facilitate access to digitized versions of Caribbean cultural, historical and research materials currently held in archives, libraries, museums and private collections and provides access to scholars, students, and citizens around the world via the online digital library found at www.dloc.com. We also work with K-12 and university educational outreach to promote Caribbean Studies and new research initiatives.

The amount of open access content available through dLOC surpasses many commercial Caribbean collections and includes newspapers, official documents, ecological and economic data, maps, histories, travel accounts, literature, poetry, musical expressions, and artifacts. dLOC now provides access to 1.7 million pages of content related to the Caribbean and has registered a cumulative total of 14 million page views.

The Digital Library of the Caribbean is very interested in creating new partners to ensure access and preservation to Caribbean research materials. Using the existing dLOC infrastructure we can create an online, open access archive of your Caribbean related materials. Our goal is to ensure that these research materials are preserved and accessible to current researchers and those for generations to come. dLOC provides this service free of charge, and any content hosted in dLOC is also preserved by the Florida Digital Archive and migrated forward as technology evolves. For more information, see our [partner application](#).

Partners in dLOC also gain access to the already operating dLOC website built upon the University of Florida Digital Library Center technologies which includes: highly advanced OCR/text conversion; zoom image technologies; a sophisticated digital library interface; and access to the Florida Digital Archive (FDA).

Some of the benefits available for partnership include:

- The OCR technology that has a cost of \$60,000 if the partner were to build out the same

- technology.
- The Aware zoom image technology has a cost of \$25,000 USD
 - The digital library technology employed by dLOC is freeware but is maintained by two programmers and one hardware engineer at a cost of \$150,000 USD annually, on more than \$60,000 USD of computer and network hardware.
 - UFDC/dLOC programmers take requests for system development - what benefits a dLOC partner generally benefits UF.
 - dLOC technology can ingest OCLC or other MARC-based catalog records, spreadsheets, finding-guides, etc and can generate MARC-based catalog records for items entered into its systems without catalog records.
 - Ability to search the collections contributed to dLOC from the partner's site. The technology is capable of displaying content under alternate pages. See the College of The Bahamas - dLOC Contributions as an example:
dLOC version: <http://dloc.com/icobn&n=dloc>
College of The Bahamas version: <http://dloc.com//icobn?n=cobn>
** Note this is a new interface, still under construction being made to look like the COB Library homepage.

The library is managed by the Executive Board with administrative hosts at Florida International University and technical hosts at the University of Florida. Partners and other interested institutions and individuals support the general operation of dLOC with membership dues. For more information, see the [membership letter](#).

Please feel free to contact me with any questions. If you are interested in becoming a partner, please review and submit the partner application for review by the Executive Board.

We look forward to the opportunity to work with you.

Best regards,

Brooke Wooldridge
Project Coordinator
Digital Library of the Caribbean

Digital Library of the Caribbean Partnership Application (Page 1 of 2)

Date of Application:

Name of Institution:

Mailing Address:

Name of Director:

Principal Contact:

Title:

Telephone:

Fax:

Email:

Technical Contact:

Title:

Telephone:

Fax:

Email:

Digital Library of the Caribbean Partnership Application (Page 2 of 2)

Description of Collection:

Director's Signature:

Date:

Name (please print):

Title:

Please print this completed form and the mail signed document to:

Brooke Wooldridge
Project Coordinator, Digital Library of the Caribbean
FIU Libraries
GL 225A, University Park
Miami, FL 33199

Ms. Wooldridge can also be contacted at:

Tel: 305-348-3008

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Background Information & Partnership Guidelines

Organizational Structure

dLOC is comprised of educational, research, governmental and non-governmental institutions aligned for the purpose of facilitating efficient access to electronic collections about the Caribbean. The organization is governed by an executive committee, advisory board, and executive director. Partners have one vote in the general partnership assembly which ratifies decisions of the governing bodies. The dLOC By-Laws define the governance structure.

Scope of Collections

Types of materials include: archives, artifacts, books, government or official documents, journals, newspapers, numeric data, and recorded sound and video. Collections contributed will pertain but not be limited to the arts, culture, ecosystems, government and civic society, history, literature, sciences, and travel.

Conditions of Partnership:

Partnership in dLOC is open to archives, libraries, and museums; associations, organizations, and research centers; and publishers that meet the eligibility criteria as stated below. Each institution shall designate a single Institutional Representative to vote within the general partnership assembly. An Alternate partner will serve in the Institutional Representative's absence.

Eligibility Criteria

Institutions are eligible to join the organization based on the following criteria:

1. Availability of collections with Caribbean content;
2. Willingness to contribute collections and to make these freely available to the project;
3. Willingness to designate representatives:
 - a. Institutional Representative, both to manage local participation and to vote within the general partnership assembly;
 - b. Technical Representative, to oversee deployment of digitization technologies (hardware and software); and
 - c. Alternate Representative, to represent the institution in the absence of the Institutional Representative. (Some institutions find that these are one and the same person.)
4. Willingness to comply with common standards, primarily for digitization and for copyright.

Collection Management

Each partner institution is responsible for the establishment of a collection development plan and for development of on-line information regarding the digital collection and related resources at the home institution. Individual partners also identify other information, compiled as "related links", relevant to the digital collection.

Other partner institutions may collaborate in collection development through mutual agreement. Under such agreements, collaborating institutions may request permission of the host partner to contribute relevant materials to the collection at their own expense.

Copyright Clearance

Copyright clearance and the payment of any associated fees shall be the responsibility of the contributing institution. Items must either be (a) in the public domain or, (b) if protected by copyright, accompanied by a statement of Internet distribution rights procured by the contributing institution from the copyright holder. The governing copyright laws shall be either those of the country of publication or those of the contributing institution, whichever affords the greatest protection to the copyright holder.

Items found to be in violation of these rules will be removed from the on-line collection until the contributing institution can negotiate appropriate clearance.

Ownership

Digital resources remain the property of the contributing institution. Nothing in the partnership agreement precludes the contributing institution from simultaneously contributing its content to other digital libraries or hosting the content locally.

Technical Requirements

Metadata and cataloging is the responsibility of the contributing institution. Assistance in developing metadata will be provided by dLOC through distribution of a digitization toolkit to partners. Training is also available through special arrangements with governing bodies.