



Membership Application

Date of Application:

Name of Institution:

Mailing Address:

Name of Director:

Principal Contact:

Title:

Telephone: **Fax:**

Email:

Technical Contact:

Title:

Telephone: **Fax:**

Email:

**Description of
Collection:**

Director's Signature:

Date:

Name (please print):

Title:

To submit your application electronically, click "Submit by Email" at the bottom of the last page of this form.

To submit by mail, click "Print form" at the bottom of the last page of this form, and 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
Fax: 305-348-6579
email: dloc@fiu.edu

Background Information & Membership 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. Members have one vote in the general membership 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 Membership:

Membership 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 membership assembly. An Alternate member 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 membership 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 member 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 members also identify other information, compiled as "related links", relevant to the digital collection.

Other member institutions may collaborate in collection development through mutual agreement. Under such agreements, collaborating institutions may request permission of the host member 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 membership 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 members. Training is also available through special arrangements with governing bodies.