

## DALNET Digital Laboratory Agreement

This agreement is entered into by the DALENT Board of Directors and

"The name of the specific institution"

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A. The conditions of this agreement are as follows:

1. DALNET will commit a maximum of \$17,000 for the purchase of equipment and software for a digital laboratory.
2. The host institution has until September 30, 2001 to request funds under this agreement. The host institution has until March 30, 2002 to expend funds under this agreement.
3. The duration of this agreement is three years.
4. Approved DALNET projects, including those of the host institution, have priority access to the digital equipment and software purchased under this agreement.
5. The host institution acknowledges that it has staffing and space to establish and maintain the digital laboratory.
6. The host institution is responsible for equipment and software purchased for the laboratory.
7. In order to maximize the benefits of establishing the three digital laboratories, and to ensure compatibility of hardware and software, representatives from the host institutions (i.e. Detroit Public Library, University of Detroit Mercy and Wayne State University ) will jointly determine the equipment specifications. Equipment must be relevant for DALNET Projects.
8. The host institution agrees that the equipment and software purchased with this grant will be used solely for a digitization laboratory, and that it will be shared with DALNET staff and DALNET member libraries' staff for digitization projects. Arrangements for use will be mutually agreed between the institution and the DALNET Staff or DALNET member libraries' staff who will be sharing the lab.
9. Scheduling the use of the digital laboratory will be done in consultation between the host institution and the project leader.
10. The host institution is responsible for training the project leader, or his/her designee, on the use of the equipment in the digital laboratory. The project leader is responsible for further training in support of his/her project.

11. The host institution is responsible for maintenance and ensuring reasonable availability of the digital laboratory.
12. The equipment and software is the property of the host institution.

B. The Digital Laboratory Agreement assumes the following:

1. An established procedure for approval of projects
2. Each digital laboratory can be expected to handle at least two simultaneous projects, one of which can be from the host institution.
3. The host institution may request funding from DALNET for special training if needed to make efficient use of the digital laboratory.
4. Funding and / or financial reimbursement will be handled according to WSU guidelines for DALNET by the DALNET Treasurer.
5. Digitization standards and procedures will need to be identified by the Information Hub Development Committee.
6. The IHDC can proceed with implementation of the Digital Laboratory Project with a Board approved process.
7. The Board will review disputes. Any DALNET member can appeal to the Board
8. Changes to the agreement can be made as initiated by IHDC and approved by the Board.
9. The Board will be kept informed of the implementation of the Digital Laboratory Agreement as well as the digital projects.

For the Host Institution:

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Signature and Date

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Printed Name and Title

For DALNET

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Signature and Date

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Printed Name, Chairperson / DALNET Board of Directors

The DALNET Board of Directors approved the concept of creating DALNET Digital Laboratories at its meeting on October 30, 2000

## **DALNET Digital Laboratory Agreement**

This agreement is entered into by the DALNET Board of Directors and  
Wayne State University

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A. The conditions of this agreement are as follows:

1. DALNET will commit a maximum of \$17,000 to be used solely for the purchase of equipment and software for a digital laboratory.
2. The host institution has until September 30, 2001 to request funds under this agreement. The host institution has until March 30, 2002 to expend funds under this agreement.
3. The duration of this agreement is three years.
4. Approved DALNET projects, including those of the host institution, have priority access to the digital equipment and software purchased under this agreement.
5. The host institution acknowledges that it has staffing and space to establish and maintain the digital laboratory.
6. The host institution is responsible for equipment and software purchased for the laboratory.
7. In order to maximize the benefits of establishing the three digital laboratories, and to ensure compatibility of hardware and software, representatives from the host institutions (i.e. Detroit Public Library, University of Detroit Mercy and Wayne State University ) will jointly determine the equipment specifications. Equipment must be relevant for DALNET Projects.
8. The host institution agrees that the equipment and software purchased with this grant will be used solely for a digitization laboratory, and that it will be shared with DALNET staff and DALNET member libraries' staff for digitization projects. Arrangements for use will be mutually agreed between the institution and the DALNET Staff or DALNET member libraries' staff who will be sharing the lab.

Scheduling the use of the digital laboratory will be done in consultation between the host institution and the host institution's project leader

9. The host institution is responsible for training its project leader, or his/her designee, on the use of the equipment in the digital laboratory. The project leader is responsible for further training in support of his/her project

10. The host institution is responsible for maintenance and ensuring reasonable availability of the digital laboratory.

11. The equipment and software is the property of the host institution.

B. The host institution further agrees:

1. To adhere to DALNET's established procedure for approval of projects.
2. Each digital laboratory can be expected to handle at least two simultaneous projects, one of which can be from the host institution.
3. The host institution may request funding from DALNET for special training if needed to make efficient use of the digital laboratory.
4. Funding and / or financial reimbursement will be handled according to WSU guidelines for DALNET by the DALNET Treasurer.
5. Digitization standards and procedures will need to be identified by the Information Hub Development Committee ("IHDC").
6. The IHDC can proceed with implementation of the Digital Laboratory Project with a Board approved process.
7. The Board will review disputes. Any DALNET member can appeal to the Board pursuant to DALNET governing rules.
8. Changes to this agreement shall be initiated by IHDC and approved by the Board.
9. The Board will be kept informed of the implementation of the Digital Laboratory Agreement as well as the digital projects. For the Host Institution:

 7/17/01  
\_\_\_\_\_  
Signature and Date

Sandra Yee, Dean, Wayne State University Libraries

\_\_\_\_\_  
Printed Name and Title

For DALNET:  7/23/01  
\_\_\_\_\_  
Signature and Date

Phyllis Jose

\_\_\_\_\_  
Printed Name, Chairperson / DALNET Board of Directors

The DALNET Board of Directors approved the concept of creating DALNET Digital Laboratories at its meeting on October 30, 2000

## DALNET Digital Laboratory Agreement

This agreement is entered into by the DALNET Board of Directors and

"The name of the specific institution" University of Detroit Mercy

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A. The conditions of this agreement are as follows:

1. DALNET will commit a maximum of \$17,000 to be used solely for the purchase of equipment and software for a digital laboratory.
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6. The host institution is responsible for equipment and software purchased for the laboratory.
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Scheduling the use of the digital laboratory will be done in consultation between the host institution and the host institution's project leader

9. The host institution is responsible for training its project leader, or his/her designee, on the use of the equipment in the digital laboratory. The project leader is responsible for further training in support of his/her project

10. The host institution is responsible for maintenance and ensuring reasonable availability of the digital laboratory.
11. The equipment and software is the property of the host institution.

B. The host institution further agrees:

1. To adhere to DALNET's established procedure for approval of projects.
2. Each digital laboratory can be expected to handle at least two simultaneous projects, one of which can be from the host institution.
3. The host institution may request funding from DALNET for special training if needed to make efficient use of the digital laboratory.
4. Funding and / or financial reimbursement will be handled according to WSU guidelines for DALNET by the DALNET Treasurer.
5. Digitization standards and procedures will need to be identified by the Information Hub Development Committee ("IHDC").
6. The IHDC can proceed with implementation of the Digital Laboratory Project with a Board approved process.
7. The Board will review disputes. Any DALNET member can appeal to the Board pursuant to DALNET governing rules.
8. Changes to this agreement shall be initiated by IHDC and approved by the Board.
9. The Board will be kept informed of the implementation of the Digital Laboratory Agreement as well as the digital projects. For the Host Institution:

*Gerard L. Stockhausen* 7/18/01  
 Signature and Date

Gerard L. Stockhausen, S.J., Vice President for Academic Affairs and Provost

Printed Name and Title

For DALNET

*Phyllis A. Jose* 7/30/01  
 Signature and Date

Phyllis A Jose

Printed Name, Chairperson / DALNET Board of Directors

The DALNET Board of Directors approved the concept of creating DALNET Digital Laboratories at its meeting on October 30, 2000