

## British Columbia Regional Digitized History (BCRDH) Partnership Statement (June 2023)

**PURPOSE OF STATEMENT:** This Statement establishes the general responsibilities of all partners in the BCRDH project. It is not intended to serve as a formal legal contract, but rather as a shared statement of intent between the project and participating partners. Any content contributing partner may withdraw from the project by providing ninety (90) days' notice and can subsequently determine if their existing content is to be removed from the on-line collection. Provision of analogue material for digitization and/or the transfer of previously digitized material to the BCRDH team constitutes an understanding of, and agreement to, the terms below.

**GOALS OF BCRDH:** Beginning in 2017 the UBC Okanagan Campus Library, with the financial support of a private British Columbia foundation, laid the foundation for the collaborative British Columbia Regional Digitized History project, an initiative intended to promote online access to the collective historical resources held in repositories throughout the southern interior of the province. Having begun life as Digitized Okanagan History, the popularity of this initiative has subsequently expanded in scope to include partners in two additional areas – Kootenay/Columbia and Thompson/Nicola.

As necessary, BCRDH provides digitization services based on priorities established by partner organization in consultation with project staff and historical materials are temporarily transferred to the UBCO campus for scanning. Alternatively, where partners have existing digital copies, these can be transferred to UBCO where they can be processed and used for ingesting into the BCRDH web portal.

In all cases digital copies of photographs, textual documents, maps, audio and video recordings, and publications will be uploaded to a region-specific digital collection which will be made freely available online, along with associated descriptive information, for the benefit of the partner organizations, researchers, and the general public. Each partner repository is afforded a unique webspace to ensure that their materials are attributed correctly. This initiative also holds the potential of providing a foundation for ongoing co-operation and collaboration with partner heritage organizations and promoting a collective approach to preserving and providing access to community historical resources. BCRDH and UBCO Library prioritize delivering work associated with this initiative at no direct cost to contributing partners.

**PROJECT PARTNER ROLES & RESPONSIBILITIES:** Following preliminary contact with a project team representative, contributing partners will identify preferred candidates for digitization at their institution and make that material available in physical or digital form. Selected materials should either be in the public domain\* or be among collections for which contributing partners have or can secure copyright permission to allow for the publication of material on the Internet. Should a complaint be received about the copyright status of a digital object, the project team will arrange to have it removed from the on-line collection until the matter is resolved in consultation with the contributing partner. The project team will carry out post-capture processing of the digital objects and will modify or create metadata according to existing standards for each digital object in preparation for uploading to a shared repository. For future reported factual errors or revisions to the object metadata, the project team will incorporate these changes in consultation with the content contributors.

**RIGHTS:** The project team will work with each contributing partner organization to determine their specific requirements as to how their digital objects will be displayed online in terms of resolution. Recognizing that reproduction fees, particularly for photographs, represent a significant source of revenue for many partners, images made available through BCRDH appear by default at relatively low resolution (175 dpi), which while acceptable for screen display would not be sufficient for most re-purposing. Also, each object in BCRDH includes a statement limiting permitted use to reference and research use only. All requests for permission to republish or otherwise make commercial use of material included in the BCRDH repository will be referred directly to the contributing organization and contact information will be provided in each descriptive record.

Ownership of the digital files -- both the digital objects created by the project team and the previously-scanned materials collected as part of the project -- remains with the contributing organization. When the project performs digitization, the team will return archival quality digital masters created from their analogue materials to the source repository in addition to placing lower-resolution access copies online. In addition, UBC Okanagan Library will retain a preservation copy of all digital files created or collected as part of the project.

Please contact us for more information:

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\*Public domain denotes materials for which the term (life of the creator + 50 years) of copyright has expired or photographs created before January 1, 1949.

