Cooperative Agreements

COPPUL LOCKSS Implementation Group: FrontPage

COPPUL Private LOCKSS Network

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Project Description

The COPPUL Private LOCKSS Network is a program that utilizes the LOCKSS digital preservation system as a means to archive collections of local interest to members of the Council of Prairie and Pacific University Libraries (COPPUL) that are not being preserved through any other means. Digital materials such as small university press publications, open access journals, born digital government publications, and other electronic journal collections that are at risk of being lost will be preserved as part of the program.

Participating Institutions

- Athabasca University
- Simon Fraser University

- University of Alberta
- University of British Columbia
- University of Calgary
- University of Manitoba
- University of Saskatchewan
- University of Victoria
- University of Winnipeg

Collections

COPPUL PLN content currently being preserved

COPPUL PLN content preserved August 19, 2011.doc

COPPUL Member Collections for Possible LOCKSS Inclusion

A listing of collections, from each COPPUL member instiution, that are possible candidates for preservation by the COPPUL Private LOCKSS Network.

COPPUL LOCKSS Collection Policy

University of Alberta LOCKSS Collection Policy

UofALOCKSSCollectionPolicy.doc

Documentation

Governance Policy

COPPUL PLN Governance Policy_finalAug09.doc

COPPUL LOCKSS Implementation Group and Steering Committee Meeting Minutes

minutesDec7.doc

minutesJan21.doc

minutesMar6_08.doc

minutesApril10_08.doc

minutesMay22_08.doc

minutesJune25_08.doc

minutes_Aug21_08.doc

LOCKSS_minutes_Sept_18.doc

LOCKSS_minutes_Oct_28.doc

LOCKSS_minutes_Dec5.doc

LOCKSSminutes_Jan22_09.doc

Mar_09_09_COPPUL_LOCKSS_Minutes.doc

Apr_15_09_COPPUL_LOCKSS_Minutes.doc

May_21_09_COPPUL_LOCKSS_Minutes.doc

June_22_09_COPPUL_LOCKSS_Minutes.doc

July_23_09_COPPUL_LOCKSS_Minutes.doc

Aug_20_09_COPPUL_LOCKSS_Minutes.doc

Sept_24_09_COPPUL_LOCKSS_Minutes_draft.doc

COPPUL LOCKSS Nov 23 minutes_final.docx

COPPUL_LOCKSS_PLN_SC_meeting_Minutes_Feb_11_2010.docx

June 25, 2010 COPPUL LOCKSS Minutes Revised.doc

August 26, 2010 COPPUL LOCKSS Minutes.doc

October 1, 2010 COPPUL PLN Minutes.doc

November 4, 2010 COPPUL LOCKSS Minutes.doc

December 6, 2010 approved minutes.doc

Feb14_11 2011 COPPUL PLN approved minutes.doc

March 14, 2011 COPPUL LOCKSS approved minutes.doc

April 18 2011 COPPUL PLN approved minutes .docx

May 16 2011 COPPUL PLN approved minutes.docx

June 13 2011 COPPUL LOCKSS approved minutes.doc

COPPUL Report for the Directors' meeting, September 2010

COPPUL Private LOCKSS Network report Sept 2010.doc

COPPUL PLN report for March 2011 directors meeting.docx

COPPUL LOCKSS Implementation Background

CollectionsGroupReportSept2007rev.doc

Space Requirements Report

coppul_pln_lockss_space_requirements_report.doc

Governance Document from Alabama Digital Preservation Network

Project Management Tools

- Contact List

Wiki Editing/Help

- PBWiki FAQ

Getting Started with LOCKSS

Links

- What is LOCKSS?
- Libraries Using LOCKSS Worldwide
- Installing LOCKSS
- LOCKSS Plugin Tool Tutorial
- Plugin Tool Download

Videos

Configuring a LOCKSS BOX

Configuring a LOCKSS Box

LOCKSS Part 1- Why Libraries Should Care About LOCKSS

LOCKSS Part 1: Why Libraries Should Care About LOCKSS

LOCKSS Part 2- Why Libraries Should Consider Joining

LOCKSS Part 2: Why Libraries Should Consider Joining

Plugin Creation Resources

- COPPUL_LOCKSS_Workflows.doc(prepared by Dagmara)
- http://scholar.lib.vt.edu/lockss/introduction.htm (plugin tutorial by Kamini Santhanagopalan, Virginia Tech)
- http://www6.bibl.ulaval.ca:8080/etd2006/pages/papers/SP10_%20Kamini_Santhanagopalan.pdf (more information about plugin creation from Kamini Santhanagopalan)
- Plugin Tool download (plus official LOCKSS documentation)

Other Private LOCKSS Networks

- Alabama Digitial Preservation Network
- The MetaArchive Cooperative

The Digital Library of the Caribbean (dLOC) is a cooperative digital library for resources from and about the Caribbean and circum-Caribbean. dLOC provides access to digitized versions of Caribbean cultural, historical and research materials currently held in archives, libraries, and private collections.

Invitation for partner institutions to join dLOC

Register for a free mydLOC user account

Read the dLOC Fact Sheet (and more about dLOC), see the dLOC partners, read about dLOC's Protecting Haitian Patrimony Initiative. Please contact us with any questions.

dLOC is developing a collaborative funding model. Support dLOC financially by becoming an institutuional or a personal member.

News

Protecting Haitian Patrimony June Report

Newsletter

News Archives>

COLLECTIONS

Caribbean Newspaper Digital Library

Digital Library of the Caribbean

Panama and the Canal

Vodou Archive

Digitization

Digitization education is one of dLOC's primary goals. To support digitization education, dLOC provides both tools and training. The dLOC Technical and Training teams collaborate, train, and assist all partners. As of September 2009, dLOC has provided more than 14 onsite training visits.

Tools:

- **dLOC Software Toolkit**
  To aid partners with digitzation and content submission, dLOC has created a software Toolkit to streamline local workflows and facilitate the creation of submission packages conformant to dLOC's technical and metadata specifications. This freely distributed toolkit includes a local database application, a central tracking application, four secondary applications, a Metadata Template, a Pre-Quality Control Processor, a Quality Control Application, and the Go dLOC! FTP client. The dLOC Toolkit was written in C# for use on PCs with Windows 2000, NT, or XP. dLOC recommends installation on machines with at least 1 GB of RAM for image processing. dLOC makes no warranty or guarantees for the Toolkit and no support is available for non-members.
- **dLOC Digitization Manual**
  The dLOC Training Manual, available in English, Spanish, and French, provides in-depth guidance for digitizing documents using flatbed and high-speed scanners, descriptions of a suggested digitization workflow, as well as step-by-step instructions for using the dLOC Toolkit software suite.
- **Training Videos for Digitization for Preservation**
  Using a Flatbed Scanner (in dLOC and YouTube)

Metadata

Every item in dLOC is associated, upon submission into the dLOC repository, with a Metadata Encoding and Transmission Standard (METS) file that describes descriptive, administrative, and structural information relevant to its display and long-term preservation. dLOC currently utilizes its own dLOC METS extension profile. The preferred descriptive metadata standard in dLOC METS is the MARC-based Metadata Object Description Schema (MODS). dLOC can also accomodate descriptive metadata in simple and qualified Dublin Core, particularly in cases where collections are harvested using the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). The dLOC Toolkit also contains a simple, template-based, graphical user interface designed to automatically generate well-formed MODS metadata and METS wrappers from template-based user input.

For more information about creating metadata in dLOC, see the help pages or click on the field as you are creating the metadata in the dLOC Toolkit or self submittal tool, or contact the metadata committee.

Metadata and Digital Curation, presentation at the Digital Library of the Caribbean Summit, Miami, FL (2009), by Laila Miletic-Vejzovic: online

Metadata Research and Application in The Management of Digital Collections, Workshop at the Association of Caribbean University, Research and Institutional Libraries, Santo Domingo, DR (2010), by Mark Sullivan: online; and by Laila Miletic-Vejzovic: online

Digital Preservation: Preserving Caribbean Heritage

In addition to its mission of providing scholars with open access to rare Caribbean resources, dLOC is also dedicated to the

long-term digital preservation of all materials hosted in its collections. The present need for such action in the Caribbean is urgent, especially in consideration of the region's volatile climate, which renders a more traditional approach to preservation a daunting challenge for even the finest archives and repositories.

To best assure continued access to at-risk materials, dLOC has formed a partnership with the University of Florida and the Florida Digital Archive (FDA) to redundantly back-up the entire dLOC collection in a robust, standards-compliant preservation software architecture based on the Open Archival Information System Reference (OAIS) Model.

Permissions: Rights & Responsibilities

In addition to digitizing materials following preservation standards, dLOC further supports preservation and access by ensuring that all applicable rights are respected and supported by seeking Internet distribution permissions as needed. Internet distribution permissions can be required for cultural and documentary heritage rights, privacy rights, and copyright.

Copyright is a property right that seeks to balance the rights of the creator with the rights of the global society. Copyright is but one of many rights and responsibilities that must be considered when digitizing materials. Digitization makes use of new and emerging technologies, technologies whose use may not yet have applicable laws supporting their use for the gobal public good. dLOC observes whichever copyright law affords the greatest protections: either the laws of the partner institution's home country or the laws of the country of origin.

dLOC partners frequently work with publishers and copyright owners to request permissions. Copyright owners can also grant permissions and request that their materials be archived by contacting the dLOC Coordinator.

The template for permissions requests and grants of permissions are below:

- Permission Request Letter (English)
- Demande de Permission (French)
- Solicitud de Autorización (Spanish)
- Grant of Permisions (English)
- Droits des Permis (French)
- Concesión de los Permisos (Spanish)

In order to digitize borrowed materials, as is often the case with newspapers, access to the physical copies and permissions from the copyright holders are required. These are the letters defining usage for borrowed newspapers:

- Physical copy lending Agreement (English)
- Accord de Prêt pour la Numérisation (French)
- Acuerdo de Préstamo para la Digitalización (Spanish)

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