Cooperative Agreements
COPPUL LOCKSS Implementation Group: FrontPage

COPPUL Private LOCKSS Network

1. COPPUL Private LOCKSS Network
2. Project Description
3. Participating Institutions
4. Collections
   i. COPPUL PLN content currently being preserved
   ii. COPPUL Member Collections for Possible LOCKSS Inclusion
   iii. COPPUL LOCKSS Collection Policy
   iv. University of Alberta LOCKSS Collection Policy
5. Documentation
   i. Governance Policy
   ii. COPPUL LOCKSS Implementation Group and Steering Committee Meeting Minutes
   iii. COPPUL Report for the Directors’ meeting, September 2010
   iv. COPPUL LOCKSS Implementation Background
   v. Space Requirements Report
   vi. Governance Document from Alabama Digital Preservation Network
6. Project Management Tools
7. Wiki Editing/Help
8. Getting Started with LOCKSS
   i. Links
   ii. Videos
9. Plugin Creation Resources
10. Other Private LOCKSS Networks

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
Collections

COPPUL PLN content currently being preserved

COPPUL Member Collections for Possible LOCKSS Inclusion
A listing of collections, from each COPPUL member institution, that are possible candidates for preservation by the COPPUL Private LOCKSS Network.

COPPUL LOCKSS Collection Policy

University of Alberta LOCKSS Collection Policy

Documentation

Governance Policy

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_Sep_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.doc
May 16 2011 COPPUL PLN approved minutes.doc
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.doc
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
LOCKSS Part 1 - Why Libraries Should Care About LOCKSS

LOCKSS Part 2 - Why Libraries Should Consider Joining
Plugin Creation Resources

- COPPUL LOCKSS Workflows.doc (prepared by Dagmara)
- Plugin Tool download (plus official LOCKSS documentation)

Other Private LOCKSS Networks

- Alabama Digital 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 institutional or a personal member.

News

Protecting Haitian Patrimony June Report

Newsletter

News Archives>
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 digitization and content submission, dLOC has created a software Toolkit to streamline local workflows and facilitate the creation of submission packages conformed 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 accommodate 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 global 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 Permissions (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)