



Statement of Partnership and Responsibilities

Version 6

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Statement of Partnership and Responsibilities between [Archival Custodian] and Matrix: Center for Digital Humanities and Social Sciences at Michigan State University (Matrix)

This is an agreement in which the undersigned parties partner to fulfill the following expectations and responsibilities related to a preservation and access project funded by the National Endowment for the Humanities.

The project, administered by Matrix, entails cleaning, digitizing, cataloging, preserving, and rendering publically accessible 17-25,000 photographic negatives in the archive of [Photographer's Name].

[Archival Custodian] agrees to deposit with Matrix the following materials:

- 1 copy of high-resolution uncompressed TIFF files of scanned of photographic negatives (approximately 17-25,000 images/collection total)
- 1 complete catalog describing the digitized photographic collection including 1 metadata record for each scanned negative

[Archival Custodian] agrees to:

Give Matrix a royalty-free, nonexclusive right to publish low-resolution derivative copies of the scanned negatives and metadata for non-commercial educational uses (so that educators and scholars can use and cite them in perpetuity for research and educational purposes) on a website Archive of Malian Photography.

Matrix agrees to:

- Store and preserve 1 copy of high-resolution archival master TIFF files of the scanned negatives (not accessible to the public and under copyright of the photographer)
- Direct interested parties to [Archival Custodian] for permission to access and use the TIFF files
- Work with [Archival Custodian] to establish a process of providing access to third-parties of high-resolution TIFF files or prints after permissions and agreements are negotiated by the [Archival Custodian]
- Create low-resolution derivative copies from the master TIFF files for distribution on the web and at Maison Africaine de la Photographie in Bamako, Mali.
 - Current specifications for access copies are jpeg format files at 800-900 pixels across the long dimension at 72 dpi.
 - Store low-resolution distribution copies of the scanned images and metadata in a digital content management system



- Develop a website to provide free access to low-resolution distribution copies of the scanned images and metadata with information about the collection and history of photography in Mali
- Transfer copies of all TIFF and metadata files to [Archival Custodian] via external drive
- Deposit external drive with copies of all jpeg files with the Maison Africaine de la Photographie for free local access to visitors at Maison Africaine de la Photographie

It is further agreed that:

- [Archival Custodian] retains copyright and intellectual property rights to the original photographic negatives and the high-resolution digital scans of the negatives.
- All reproductions of the scanned negatives shall include a copyright notice indicating the ownership of the copyrights.
- Matrix will provide notice to viewers of the online media that they must seek permission from the copyright owner [Archival Custodian] to reproduce the licensed materials in other publications.
- Matrix will provide contact information for [Archival Custodian] to facilitate requests of researchers for access to archival TIFF files.
- Low-resolution distribution copies of the scanned negatives made available on the project website are licensed by Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA).
- Metadata for the scanned materials is covered by a Creative Commons Attribution 4.0 International License (<https://creativecommons.org/licenses/by/4.0/>).

Any changes, modifications, or additions to this agreement shall be accomplished by amendment to this document executed by the representatives of the parties.

