

Participant Agreement

Name of Institution or Consortium: _____
Address: _____
Contact Person: _____
Phone: _____ Fax: _____
Email: _____

(Institution or Group Name) _____ is hereby providing the collection described in the Tools of History (ToH) Profile for inclusion in ToH. I understand and acknowledge this collection of digital objects (metadata and scanned images) will be hosted by OCLC for the South Central Regional Library Council (SCRLC) and stored in the ToH repository and made accessible to both researchers and casual users searching ToH. I also understand that the contribution of these digital objects enhances the overall value of the ToH *regional* repository and therefore will make every attempt to allow continued access through ToH of my organization's collection(s).

I understand that my institution maintains all rights to our collections, there will be no transfer of rights. My institution will contribute and maintain these collections in accordance with the ToH Best Practices (Collection Selection Criteria: Why Digitize; Metadata Style Guide; and the Digital Imaging Best Practices), including any enhancements, updating and/or revision of metadata to ensure its continued accuracy and quality.

I have ascertained that my institution holds the necessary copyright and/or access to make this digital collection accessible to searches of ToH. The South Central Regional Library Council and ToH will not be held responsible for any direct, indirect, consequential, or incidental damages arising out of or relating to the use of the information and materials linked to or found on the ToH website.

I understand that if this organization continues to contribute to ToH, it will maintain a membership relationship with SCRLC according to SCRLC's membership criteria and dues structure for a governing or affiliate member. The organization will be eligible to annually receive the training, support and consultations offered by SCRLC and/or other trained personnel during the length of SCRLC membership. If SCRLC membership is discontinued, our collections will be removed from ToH. Both parties have the right to withdraw/remove collections at any time.

Contributing Institution or Consortium	
_____ Signature	_____ Title
_____ Printed Name	_____ Date
South Central Regional Library Council	
_____ SCRLC Executive Director	_____ Date
_____ Printed Name	

Please sign two copies of this agreement and mail both to SCRLC for signature. SCRLC will then return one copy for your files.

Return via mail to:

Matthew Hogan
 Manager of Digital Services and Resource Sharing
 South Central Regional Library Council
 Clinton Hall
 108 N. Cayuga Street
 Ithaca, NY 14851-4346