

Letter of Understanding (LOU) between the Council of Prairie and Pacific University Libraries (COPPUL) and the British Columbia Electronic Library Network (BC ELN)

June 2018

This letter is an agreement between the Council of Prairie and Pacific University Libraries (COPPUL) and the British Columbia Electronic Library Network (BC ELN) on facilitating the use of the Arca collaborative repository platform by COPPUL members.

Purpose

Under this agreement, COPPUL members will be able to participate in the Arca Collaborative Digital Repository ("Arca"), which is based on a shared instance of the open source Islandora Digital Repository Framework hosted on SFU cloud servers and supported by discoverygarden.

COPPUL members will have access to the same Arca Administrative Centre support and will be charged the same annual Arca Service Support Fee as BC ELN Arca participants (\$5,000 for 2018/19), with the addition of a \$1,000 one-time set-up fee per site. Additional storage and advanced support will be available at the same rates as BC ELN Arca participants; details are available on the BC ELN website: <http://bceln.ca/services/shared-services/arca/service-support>

Objectives

COPPUL provides leadership in the development of collaborative solutions addressing the academic information resource needs, the staffing development needs, and the preservation needs of its member institutions. A collaborative relationship with BC ELN regarding Arca leverages a proven, supported and standards-based shared platform and places a digital repository within reach for all COPPUL members.

BC ELN is a partnership between the Province of British Columbia and its post-secondary libraries. BC ELN's purpose is to develop, promote and maintain system-wide services that allow post-secondary libraries to meet the expanding information needs of the province's learners, educators, and researchers at the best cost. Arca is a service of BC ELN.

Arca, made possible by a partnership between BC ELN and Islandora service provider discoverygarden, and initiated with seed funding from the Ministry of Advanced Education, is a collaborative initiative to support the development and implementation of digital repositories at BC post-secondary institutions. Expanding this approach across sectors and jurisdictions enhances Arca's sustainability, increases the value of the tool for BC learners and researchers, and advances the community of practice that nurtures the service.

Deliverables

COPPUL will:

- Receive and pay on behalf of its members consolidated invoices from Arca (a service of BC ELN), itemised per site;
- Coordinate communications involving multiple COPPUL members, including acting on behalf of COPPUL members as needed;

- Facilitate Arca meetings/training sessions for COPPUL members.

COPPUL members participating in Arca will:

- Commit to the Arca Benefits & Responsibilities, including annual Arca Service Support Fees, available here: <http://bceln.ca/services/shared-services/arca/benefits-responsibilities>;
- Be responsible for paying Arca fees to the COPPUL consortium;
- Participate in Arca governance as per the Arca Advisory Committee Terms of Reference, available here: <https://bceln.ca/services/shared-services/arca/committees-groups>;
- Participate in the Arca community by regularly attending Arca Administrator meetings.

The Arca Administrative Centre will provide:

- Implementation support;
- Front-line troubleshooting and technical support; liaison with the Islandora service provider/development community;
- On-going service support, including communications, repository staff and administrator training, coordination of service support fees, and service provider negotiations;
- Management of the Arca enhancement process and liaison between participating institutions and service provider/development community on enhancement requests.

In the event of a dispute between COPPUL and BC ELN, the parties shall in good faith enter into negotiations to resolve the disagreement and discuss the feasibility of resolving the disagreement by mediation or other means short of litigation.

_____ Date:_____

Signed for BC ELN

_____ Date:_____

Signed for COPPUL