

CONSORTIUM *of* EUROPEAN RESEARCH LIBRARIES

www.cerl.org

MEMORANDUM OF AGREEMENT

BETWEEN

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES ('the Consortium')

AND

[Name and Address of Institution]

for the Contribution of Catalogue Records to the Index of the CERL Manuscripts Portal.

1. PREAMBLE

This Memorandum of Agreement sets out and governs the Institution's contribution of a file/s of catalogue records through harvesting by OAI Protocol ('the Data') to the Index of the CERL Manuscripts Portal, and the conditions of use of the Institution's catalogue records by the Consortium of European Research Libraries. It defines the responsibilities and obligations of both parties during the period of the Memorandum of Agreement.

The details of the file/s governed by this Memorandum of Agreement are set out below:
[full file name/s to be inserted]

2. TERMS

Under the terms of the Memorandum of Agreement, the Consortium shall undertake:

- To provide access to the Data contributed by the Institution through the CERL Manuscripts Portal, and by that means only;
- To ensure that a link to the Institution's online catalogue is provided, thus supporting traffic increase on the Institution's systems;
- To update the Institution's data through automated harvesting at regular intervals to be agreed between the Institution and the Consortium;
- To ensure that the Index of the CERL Manuscripts Portal is not made available to third parties without the prior approval of the Consortium's membership;
- That contribution of the Institution's Data to the CERL Manuscripts Portal Index shall not prevent the Institution in any way from using the same Data, or any part of the same Data, for any other purpose, including its own internal research or any commercial applications in any media;

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The Consortium is a company limited by guarantee

- That, given that at the time of signing this agreement the CERL Manuscripts Portal is freely accessible to all user, the Institution is informed in advance should the CERL membership decide at any time to limit access to the CERL Manuscripts Portal to members and/or paying users. In that case the Institution may close its systems for remote access with 7 days notice.

Under the terms of the Memorandum of Agreement, the Institution shall undertake:

- To permit the Consortium to harvest and update the Data at times/intervals agreed between the Institution and the Consortium, and to store a copy of the Data in the index of the CERL Manuscripts Portal for the duration of the lifetime of this Agreement;
- To implement, maintain and keep updated all the necessary software on the Institution's side for data to be harvested through the OAI protocol, and not to dis-enable access to the Data without the written agreement of the Consortium;
- To inform the Consortium of any changes in the format of the Data or in the Institution's Data Architecture which may be relevant for updating the Data in the CERL Manuscripts Portal.

3. DURATION

The Memorandum of Agreement shall be valid for a period of five years, which ends on dd/mm/yyyy. Each five years it shall be renewed automatically for a new period of five years unless either party wishes to end the Agreement and informs the other party of such a decision in writing at the latest six months prior to the end date.

The Memorandum of Agreement can be changed or amended only by supplements in writing signed by the authorized representatives of both parties.

The Memorandum of Agreement shall come into effect on the day on which it is signed by both parties.

The Memorandum of Agreement is drawn up in two copies, and each party will receive one copy.

SIGNED ON BEHALF OF THE CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES:

Name:

Title: Chairman, Consortium of European Research Libraries

Date: _____

SIGNED ON BEHALF OF **[NAME OF INSTITUTION]**:

Name: _____

Title: _____

Date: _____