NETWORK OF ALABAMA ACADEMIC LIBRARIES
AlabamaMosaic
http://www.alabamamosaic.org

POLICY

1.   AlabamaMosaic

AlabamaMosaic is an online collection of digital materials documenting Alabama's history, culture, places, and people. This program is a public service of the Network of Alabama Academic Libraries (NAAL), a self-governed, state-based consortium of Alabama's academic institutions and the Alabama Commission on Higher Education. For information about NAAL, see: http://ache.alabama.gov/NAAL.

Access to AlabamaMosaic is available to the public at no cost via the Internet http://www.alabamamosaic.org and the Alabama Virtual Library http://www.avl.lib.al.us. Images from AlabamaMosaic may also be located by searching web-based image search engines such as Bing or Google. Digital files stored in the collections hosted by AlabamaMosaic have been optimized for web presentation to assure timely downloading, even from dial-up connections to the Internet.

2.   Purpose

NAAL created and supports AlabamaMosaic to make unique historical treasures from Alabama's archives, libraries, museums, and other repositories electronically accessible to Alabama residents as well as scholars and the general public throughout the world.

3.   Background

In FY1999, NAAL established a task force to consider an appropriate role for NAAL in making library resources available through digitizing projects. The task force examined possible digitizing projects, developed priorities for a statewide digital program, and recommended procedures for implementation. The Advisory Council approved the recommendations and the task force applied for external funding to create a statewide shared digital collection about Alabama history. In 2000, NAAL received a National Leadership grant from the federal Institute of Museum and Library Services (IMLS) for *The Cornerstone Project: Building the Foundation for Sharing Unique Treasures*. The IMLS grant review panel lauded the careful planning detailed in the proposal; a tribute to the intensive work of the task force to plan a strong and sustainable statewide digital collections initiative. The institutional partners that implemented *The Cornerstone Project* with NAAL were the Alabama Department of Archives and History, Auburn University, and The University of Alabama.

An important feature of the proposal was NAAL's support of the nascent Alabama Virtual Library (AVL) which had been implemented in FY2000. The proposal asserted that the Cornerstone Project would "expand and enhance" the AVL and stressed that while the AVL "facilitates the delivery of commercial full text resources to all citizens" these products would not fully serve the needs of citizens and scholars to view primary sources about their own state's history and culture. The AVL Council supported NAAL's proposal for an Alabama history database and agreed to integrate the database with the commercial products licensed for the AVL. The partnership between the AVL and NAAL continues and nurtures the public use of AlabamaMosaic.

While the Cornerstone Project primarily sought to develop expertise in creating digital collections, an equally important facet was to encourage selection of materials for digitization using topics from the exemplary curriculum enrichment guide maintained by the Alabama Department of Archives and History (ADAH). This guide, *Alabama Moments in History,*[1] identifies ways for K-12 teachers to incorporate Alabama history into the *Alabama Course of Study for Social Studies. Alabama Moments* notebooks and other accompanying materials describe ways to use Alabama history in teaching and studying the American history curriculum, but do not provide online access to its cited primary or secondary resources. AlabamaMosaic seeks to provide digital copies of resources so teachers and students can easily find and use Alabama history content for their courses.

By the end of the IMLS project, the goals of the Cornerstone Project became part of NAAL's strategic plan. The statewide program was renamed AlabamaMosaic to reflect the widely distributed pieces found in myriad sources that are needed to forge a complete history of Alabama. NAAL coordinates AlabamaMosaic as a statewide program to identify, digitize, and preserve traditional historical scholarly materials held uniquely by NAAL institutions and other repositories and seeks to make these electronically accessible to Alabama residents as well as scholars throughout the world. To meet this charge, NAAL encourages all Alabama repositories to contribute digital materials to AlabamaMosaic.

## 4.	Governance

AlabamaMosaic is a public service program of NAAL and its member institutions. NAAL members sustain AlabamaMosaic by participating in NAAL, contributing content to the database, and by providing volunteer services to advance its development and growth.

### 4.1	NAAL Advisory Council

The NAAL Advisory Council governs AlabamaMosaic through continual oversight of the program and by adopting policies and practices for its management and operation. The program is reviewed annually with policies and practices approved by the NAAL Advisory Council in its annual meeting, generally held in the fall of each year.

NAAL involves AlabamaMosaic participants in decisions related to this program. To prepare recommendations for approval by the Advisory Council, NAAL relies on Auburn University Libraries, the AlabamaMosaic Users Group, and comments sent to the NAAL office by individuals. From time to time, formal surveys of AlabamaMosaic may be sponsored to solicit additional advice.

### 4.2	Auburn University Libraries

Auburn University Libraries hosts and operates the AlabamaMosaic site on behalf of NAAL. The Libraries' Information Technology department reviews AlabamaMosaic capacity and submits recommendations to NAAL for changes and upgrades. This department provides essential in-kind services that sustain AlabamaMosaic as a statewide program. These include technical support, assistance for new contributors, and help desk (problem solving) services.

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[1] Alabama Moments in American History http://www.alabamamoments.state.al.us/

4.3   AlabamaMosaic Users Group

The AlabamaMosaic Users Group is an informal group for anyone interested in AlabamaMosaic. Users Group meetings are convened twice a year to advise NAAL on the management and operation of AlabamaMosaic. During these meetings, participants receive updates about the program, review and suggest revisions for policies and practices, suggest enhancements for the program, and generally provide advice to assure success. AlabamaMosaic Users Group meetings are open to anyone interested in AlabamaMosaic, including anyone from sites contributing content as well as users. NAAL appreciates the support of the Technical Services Roundtable of the Alabama Library Association for sponsoring a Users Group meeting during the annual conference of the library association.

5.   Technology

AlabamaMosaic uses OCLC CONTENTdm Digital Collection Management Software[2] running on a Sun server hosted at Auburn University Libraries. Many contributors have installed CONTENTdm locally or use a CONTENTdm hosted site to manage their digital collections. Auburn University Libraries also hosts the AlabamaMosaic CONTENTdm MultiSite Server search engine for NAAL. This search engine links to these other CONTENTdm installations for repositories agreeing to contribute their content to AlabamaMosaic.

The AlabamaMosaic CONTENTdm Digital Collection Management installation includes a template for creating the metadata record for each digital object stored on the AlabamaMosaic server.

Metadata is "information about data" and a metadata record is similar to a library catalog record. For digital collections, metadata is the means to add words (index terms, tags) that describe the digital object so the search engine can find and retrieve a digital file in response to a search query. NAAL has adopted the Dublin Core Metadata Element Set[3] as the standard to describe digital files contributed to AlabamaMosaic.

The AlabamaMosaic metadata template is a basic "fill in the blank" form. Currently, each contributor must download client software, called a Project Client (formerly called an Acquisitions Station), to a local workstation to organize digital files into collections, create metadata for each file, and then upload the digital file and its associated metadata into the CONTENT Digital Collection Management system at the AlabamaMosaic server. NAAL provides the Project Client free (no charge) to repositories accepted as AlabamaMosaic contributors and approved to manage their digital collections on the AlabamaMosaic server.

6.   Support

NAAL funds the annual maintenance fees for the AlabamaMosaic server, the CONTENTdm license, and the MultiSite search engine license. NAAL reimburses Auburn University Libraries for .25 FTE for staff support in its Information Technology department. Auburn University Libraries staff contribute a significant amount of in-kind services to maintain the central site and support AlabamaMosaic as a statewide initiative.

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[2] For information about CONTENTdm, see: http://www.contentdm.com/

[3] For information about Dublin Core Metadata Element Set, see: http://dublincore.org/documents/dces.

Many other people in NAAL member institutions provide additional services to sustain AlabamaMosaic. They help create their institutions' digital collections, contribute content to AlabamaMosaic, and also volunteer to assist other AlabamaMosaic participants.

A *Directory of AlabamaMosaic Trainers* is maintained by the NAAL office and posted on the NAAL website: http://ache.alabama.gov/NAAL. In addition, there is a form to volunteer to become a trainer or mentor to assist new AlabamaMosaic contributors.

NAAL cannot financially assist repositories with developing digital collections. AlabamaMosaic is a collaborative effort, and repositories fund their own digital collections development. However, the AlabamaMosaic hosting service, training, and other assistance are valuable benefits for participation.

It is the intention of NAAL to sustain AlabamaMosaic without charge for repositories contributing content. If NAAL funds are not available, NAAL reserves the right to establish fees for use of the AlabamaMosaic hosting service to cover the costs of server space, software licensing, and administration. If such an action is determined essential for the continuation of AlabamaMosaic, NAAL will allow sufficient notice for contributors to plan accordingly.

7.   Operating Policies

Any repository with materials related to Alabama may apply to contribute its collection(s) to AlabamaMosaic. This includes museums, archives, libraries, schools, and even individuals. **There are no charges** to contribute digital materials to the database or to use AlabamaMosaic. All digital content contributed to AlabamaMosaic must be publicly available for educational and research use at no charge to the user.

7.1   Ownership of Records and Digital Files Hosted by AlabamaMosaic

Participants using the AlabamaMosaic server to host their collections retain ownership of their digital images and accompanying records. Contributors may remove their records, digital objects, and collections from the AlabamaMosaic server without notice and at any time.

AlabamaMosaic does not review or edit contributions. There are many spelling variations in historical documents, and it is important to retain the original spellings. Occasionally, the technical support team at Auburn University Libraries may notice and correct an obvious typographical error in a metadata record, but will not otherwise change records.

7.2   Files Accepted by AlabamaMosaic

The AlabamaMosaic installation at Auburn University Libraries accepts only digital files optimized for web presentation for collections hosted on the AlabamaMosaic server. All repositories developing digital collections are strongly encouraged to optimize their digital files for web presentation to assure access by users throughout Alabama. Many Alabamians lack high-speed Internet connectivity, so smaller files enable users to view them. Smaller digital files help assure timely downloading, even from dial-up connections to the Internet.

8.   Contributors

AlabamaMosaic was created to provide assistance to repositories of all types that are developing digital collections focusing on Alabama history and culture.   AlabamaMosaic is a statewide volunteer effort, and its current contributors assist other sites by giving advice on planning and creating digital collections.

Repositories may contribute content to Alabama in two ways: (1) by using the AlabamaMosaic site to host digital collections, or (2) by allowing AlabamaMosaic to link to a local collection(s) maintained in CONTENTdm Digital Collection Management Software.[4] Repositories using locally installed or hosted CONTENTdm sites may apply to be a linked contributor to AlabamaMosaic.

NAAL strongly encourages potential contributors to complete the *Join Us* form available on the AlabamaMosaic website if they intend to contribute content to the database. By submitting this form early, repositories can better assess the options and opportunities available for their local collections. Once a repository has been accepted as a contributor, NAAL volunteers will make every effort to help a repository develop its collections consistent with the standards and best practices adopted for AlabamaMosaic.   The availability of assistance will depend on the availability of volunteers from other AlabamaMosaic contributors at the time assistance is requested.

8.1   Collections Hosted on AlabamaMosaic

AlabamaMosaic hosts digital collections to assist Alabama repositories starting digital collections.   The AlabamaMosaic hosting service enables repositories to gain the expertise needed to create digital collections before they invest in new equipment or digital file management software. These repositories may use the AlabamaMosaic server to store their digital files, create and store the metadata records associated with their digital files, and use the CONTENTdm software to manage their collection(s).

Because the hosting service is offered to help repositories start a digital collection, NAAL does not intend to host start-up collections indefinitely. NAAL's CONTENTdm license is capped at 10,000 digital objects and server space is limited. The continued availability of the AlabamaMosaic hosting service will depend on limiting the size (number of objects) and rate of growth for the collection(s). After October 28, 2010, all contributors may temporarily store up to 1,000 digital objects.

To plan for an eventual lack of space to support hosting of new collections, NAAL reserves the right to ask any contributor to move its collection to its own or another site. Repositories with the largest collections are most likely to be among the first to be asked to move to their collections. If NAAL must ask any contributor to move its collection from the AlabamaMosaic server, sufficient notice will be given to assure the repository has adequate time to plan a move with the least amount of disruption for public access to the collection.

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[4] Repositories eligible for the free CONTENTdm Starter Option available from OCLC should use this hosted CONTENTdm for their digital collections instead of requesting AlabamaMosaic to host their digital collections.

Repositories may apply to use the AlabamaMosaic hosting service by completing and submitting the ***Join Us*** form posted on the AlabamaMosaic website. NAAL reviews each ***Join Us*** application and collection development plan and will respond with information about any limitations related to AlabamaMosaic or any concerns about the collection development plan.

When a repository has been accepted to use the AlabamaMosaic hosting service, NAAL will make every effort to support development of the repository's digital collections. The repository's staff will be given instructions to download and install the AlabamaMosaic Project Client software which NAAL provides at no cost. Staff may request advice on planning digital collections, selecting appropriate scanning equipment, training on using CONTENTdm, creating Dublin Core metadata, or other topics. The availability of assistance will depend on the availability of volunteers from other AlabamaMosaic contributors at the time assistance is requested. To request assistance, contact the NAAL office or volunteer trainers listed in the *Directory of AlabamaMosaic Trainers* posted on the NAAL website.

8.2   Collections Maintained on other CONTENTdm Installations[5]

Several repositories participating in AlabamaMosaic use locally installed, shared hosting, or OCLC-hosted CONTENTdm to manage their digital collections. The AlabamaMosaic MultiSite search engine searches collections linked from these remote CONTENTdm sites and returns an integrated results set to the searcher[6]. All items matching the search query are reported to the searcher regardless of whether they are identified on the NAAL AlabamaMosaic site or found in the remote collections linked by AlabamaMosaic.

NAAL strongly encourages repositories to complete the ***Join Us*** form if they plan to use their own CONTENTdm to contribute to AlabamaMosaic. Once the repository is accepted as a contributor, it will be asked for information to enable the AlabamaMosaic server to access its collections maintained in CONTENTdm. NAAL will make every effort to support development of the repository's digital collections. The availability of assistance will depend on the availability of volunteers from other AlabamaMosaic contributors at the time the ***Join Us*** form is submitted.

8.3   Standards for Participation

From time to time, NAAL will adopt and revise technical standards and guidelines for participation in AlabamaMosaic. These may include standards for scanning materials to create digital files, reformatting digital files for public presentation, creating and maintaining metadata records associated with digital files, and other standards and guidelines needed to assure quality of the digital collections.

All AlabamaMosaic contributors are expected to abide by these standards. The NAAL Advisory Council reserves the right to ask any repository to remove its digital files from AlabamaMosaic or to remove the link to remote collections if it feels the repository is failing to meet the standards or abide by the policies adopted for AlabamaMosaic. If a repository is asked to remove its collection(s) from AlabamaMosaic, advance notice will be given.

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[5] OCLC offers several other licensing options for CONTENTdm, and repositories are encouraged to contact OCLC to determine the option that will best meet their requirements.

[6] Examples of remote collections linked to AlabamaMosaic include: The Alabama Department of Archives and History with CONTENTdm installed on its own server; Birmingham Public Library with its collections on the OCLC-hosted site; and Tuskegee University with its collections on the HBCU Library Alliance CONTENTdm hosted server.

9.   Copyright

Digital resources in AlabamaMosaic are available to the public for educational and personal research use. Users may print or download copies of AlabamaMosaic content for educational use and personal research without obtaining prior permission. Information on the website advises users to request permission from the owner to use AlabamaMosaic content for other purposes. Compliance with this request is the obligation of the users; and AlabamaMosaic has no means to enforce compliance.

The OCLC CONTENTdm license states, *"Licensee agrees to be responsible for complying with the requirements of all applicable copyright laws and other laws applicable to any proprietary materials contained in items in Licensee's collections to the extent necessary for Licensee's lawful use of the Software. By including an item in its Collections, Licensee warrants to OCLC that it has complied with the foregoing sentence with respect to such item."* NAAL accepts use of locally managed CONTENTdm installations as assurance that the repository will abide by AlabamaMosaic policies related to copyright.

Participants using AlabamaMosaic to host their digital files must agree to contribute only materials for which they have full rights to copy and distribute online. Participants assume full responsibility for complying with all applicable copyright and other laws. The act of contributing an item to AlabamaMosaic is assurance by the repository that it has full rights to legally copy (digitize) the original and distribute that copy online.

10.   Applications to Participate in AlabamaMosaic

NAAL will consider applications for participation in AlabamaMosaic from any repository agreeing to contribute materials related to Alabama history and culture. This includes museums, archives, libraries, schools, and even individuals. There are no charges to contribute digital materials to the database or to use AlabamaMosaic. All digital content accessed through AlabamaMosaic must be made available for educational and research use at no charge to users.[7]

Repositories apply for participation by completing the ***Join Us*** form available on the AlabamaMosaic website. The NAAL director and the Information Technology Division staff at Auburn University Libraries will review applications to assure the repository will develop its contributed collection(s) consistent with the standards and best practices adopted for AlabamaMosaic and in accordance with the purpose of AlabamaMosaic. The NAAL director or staff in the Auburn University Libraries Information Technology department will respond with information about any limitations related to AlabamaMosaic or any concerns about the proposed collection. A repository will be notified by the NAAL director that it has been accepted as contributor.

Anyone with questions about AlabamaMosaic may also contact the NAAL office:

> Network of Alabama Academic Libraries
> c/o Alabama Commission on Higher Education
> P.O. Box 302000
> Montgomery, AL 36130-2000
> Telephone: 334-242-2211

NAAL seeks to include as many eligible repositories as possible in AlabamaMosaic and does not anticipate rejecting applications to join. In the event an application is rejected, the applicant may request reconsideration by the NAAL Advisory Council. Decisions by the Advisory Council regarding participation in AlabamaMosaic are final.

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[7] This provision does not prohibit a repository from charging to send high resolution digital copies or high quality print copies to AlabamaMosaic users who request such copies directly from the repository.