# National Geospatial Digital Archive : Content Collection Node Procedure Manual 3_19_09

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### NGDA Content Collection Node Procedure Manual

### Introduction

The National Geospatial Digital Archive (NGDA) is a collecting network, seed funded by the Library of Congress, whose mission is to collect and preserve the digital, geospatial assets of the United States. The founding custodians of the NGDA are the University of California at Santa Barbara (UCSB) and Stanford University (SU).  Over time other content collection nodes will join the NGDA.

The NGDA Procedure Manual is intended to provide basic administrative and operational procedures for the NGDA.

### Rules for Procedure Manual

- The nodes will review the Procedure Manual at yearly intervals either in person or virtually.
- This Procedure Manual may be amended as necessary.
- Notice of amendments will be communicated in a timely manner to any member not present at a meeting at which changes are made.
- Interim modifications can be made, particularly to any supplementary documents, upon mutual agreement of the governing parties.
- Changes to the Procedure Manual that would violate university policy of any node will be reviewed by all nodes. It is not intended that changes to the Procedure Manual would require a node to terminate its nodal status; any Procedure Manual changes with that effect will be carefully considered.
- The nodes will review the manual at an exceptional basis as necessary. Exceptions will reviewed by the governance body to decide if the exception will impact the Content Collection Node agreement.

### Governance Structure

- During the life of the NGDA Cooperative Agreement:
  - UCSB and SU will be equal governing partners in the agreement.
  - Decisions between UCSB and SU will be made jointly. If a consensus decision violates an existing university policy or practice for a particular node, that node will be exempt from the decision.
  - If agreement cannot be reached, the dispute will be mediated by the Associate University Librarians or University Librarians as appropriate of UCSB and SU.
  - All changes to the Procedure Manual must by approved by the UCSB and SU.
- After the NGDA Cooperative Agreement ends:
  - As more nodes join, decisions will be made by consensus of all participating nodes.
  - When there are at least 5 nodes, revising the governance structure will be considered by all nodes.
  - All changes to the Procedure Manual must be approved by the nodes.

## Communication between nodes

An email reflector will be used to allow for communication between the nodes.

## Meeting frequency

Representatives of the nodes plan to meet once a year (or more if necessary) in person or virtually to discuss:

- Responsibilities and operating procedures;
- Acquisition and removal of content;
- Adding new nodes;
- Procedure Manual updates;
- Any other pertinent matters.

## Administrative responsibilities:

- Nodes shall set aside funds to cover travel expenses of at least one staff person in the event the meeting is held in person. If a node lacks funding to cover travel expenses, that node agrees to participate by phone or by virtual means to the best of their ability.
- Nodes will take turns hosting the annual meeting.
- The hosting node will be responsible for organizing the group's meetings, including local arrangements, and keeping costs to a minimum. The hosting node will set the agenda for the meeting with the input of the other nodes.
- The previous host shall take the minutes, and distribute them in a timely manner.
- Other meetings will take place as necessary using the communication method best suited to the topic.

## How new potential nodes are identified

- NGDA members can suggest other nodes for participation.
- An interested party can approach the NGDA to inquire about becoming part of the collecting network.
- NGDA members may broadly solicit participation from other like institutions.
- An invitation to join the NGDA as a node shall include: a copy of the Content Provider Agreement, the Content Collection Node Agreement and the NGDA Collection Development Policy (with pointers to UCSB and Stanford CDPs).
- New potential nodes shall be vetted by the node with whom they are in contact and it is the responsibility of the vetting node to explain requirements for agreements, collection development policy, staffing requirements, as well as hardware and software implications of being a node in the NGDA.
- Each new potential node's participation must be approved by the governing body of the federation.

## How new nodes join

The following requirements for membership will serve as a vetting mechanism for potential members.

- New nodes sign the Content Collection Node Agreement governing participation in the NGDA.
- New nodes agree to write a Content Provider Agreement using the terms of Exhibit B of the NGDA Content Provider Agreement in acquiring licensed or copyrighted content from depositors.
- New nodes write a Collection Development Policy for digital geospatial data.
- New nodes agree that current best practices for trusted repositories will be followed for hardware, software, staffing and self-auditing. Current standards for repositories include the Research Libraries Group report: *Trusted Digital Repositories: Attributes and Responsibilities*, available at http://www.oclc.org/programs/ourwork/past/trustedrep/repositories.pdf&nbsp.
- Current standards for self-auditing may be found by consulting the Digital Curation Center's self-auditing toolkit, *Drambora*, available at http://www.repositoryaudit.eu/&nbsp.

## How a node departs

The mandate of the NGDA is to offer stable, long-term preservation for geospatial data. As such, stewardship of content is of paramount concern. While the expectation is that nodes will continue to be members of the NGDA for the long term, it is recognized that in some circumstances a node may no longer be able to participate, or that a node may not be fulfilling its obligations and that either instance could result in the node's departure.

- A node that is discontinuing its participation in the NGDA voluntarily shall do so by giving written notice to all other nodes as soon as possible, and preferably six months in advance.
- Member nodes reserve the option of removing a node from the NGDA for:
- Violating the terms of Exhibit B;
- Violating the terms of the Content Provider Agreements;
- Violating terms of the Content Collection Node Agreement.

## Transfer of Content in the event of discontinuance of a node:

Any node that is unable to continue its participation in the NGDA for whatever reason is strongly encouraged to offer its content to another node of the NGDA. For content that is not in the public domain a new Content Provider Agreement will be required between the new hosting node and the content provider.

## Acquisition of Content

- Hosting nodes agree to accept data for the NGDA using a depositor agreement between the depositor and the accepting institution. Acquisition of content should follow the relevant node's Collection Development Policy.
- Nodes shall create and keep up-to-date a list by collection name, or layers, of everything selected for ingest and presently served out and by the NGDA nodes. This list will include contact information for the depositor of each collection. This list should be updated as necessary when new content is added. List maintenance is the responsibility of the node acquiring the content.
- Nodes shall inform other nodes of major new collections that are being added to their archive by posting to the email reflector.

## Removal of Content

- If a node chooses to cease hosting any or all NGDA content for reasons other than copyright violation, the node is strongly encouraged to offer that content to another node of the NGDA.

- For example, a node may choose to host only the most current data, such as elevation data from the United States Geological Survey due to the fact that the current data are more correct or complete. The data set may be so large that only one iteration of it can be stored and the most correct or complete one is desired.
- In the event a custodial node's content is found to be in violation of copyright, the node shall comply with the requirement set forth in Exhibit B: "For Licensed Materials* that are subject to a claim of infringement or unlawfulness, Custodian must take down such content from a website within 48 hours. In the event there is a request to destroy the materials, the Node may keep an archival copy for as long as the dispute remains active and as long as it is not available to the public. Custodians recognize that technological advances and/or changes in the law and best practices may change the time period for the Custodian to respond to claims of infringement or unlawfulness. Custodian will abide by current standards for response to copyright infringement matters."

*Licensed Materials. The materials that are the subject of, and licensed under, this Agreement shall consist of the materials described in an NGDA Content Provider Agreement between a content provider and a node.