

Memorandum of Understanding Between

Stevens County
Crossroads on the Columbia Archive Team

Represented by _____

And Preservation Contributor:

Represented by _____

Preservation: The Preservation Contributor grants permission for the Archive Team and designated volunteers to scan, photograph, create videos or otherwise create digital copies of materials that both parties agree upon and store them for archival purposes with the Washington State Archives.

Presentation: The Preservation Contributor grants permission for the Archive Team and designated volunteers to create access to presentation quality copies of preserved materials via the Internet as agreed on by both parties. Access may be allowed to the general public, restricted to designated researchers or reserved for the exclusive use of the Contributor as designated for each object in the contributed collections.

Promotion: The Preservation Contributor grants permission for the Archive Team and designated volunteers to use materials contributed to the project in the promotion of the project and in advertizing of the grant program through the National Park Service as designated for each object in the contributed collections.

Ownership: The Archive Team does not retain ownership of the materials for purposes of resale. Resale of archival copies will be at the discretion of the Preservation Contributor.

Description: The Preservation Contributor will provide descriptions, copyright information and other information concerning the origins, content, ownership and use of contributed material to an extent that makes it acceptable to the Washington State Archives.

Transformation: These conditions apply to any transformation of the original digital material to other media or distribution through other means.

Security: The Archive Team accepts responsibility for the security of donated materials during the digitization process.

Agreed to and Accepted by:

Preservation Contributor Representative: _____ Date: _____

Archive Team Representative: _____ Date: _____