Omeka Service Agreement
July 18, 2018

Digital Scholarship Team – Teaching, Research, & Learning Services – Penn Libraries

Introduction

Penn faculty, staff, and students agree to partner with the Penn Libraries staff in the creation of an Omeka site. The Digital Scholarship Team of Teaching, Research, and Learning Services, agrees to provide hosting, training, and troubleshooting as outlined in the document below.

Responsibilities

Participants/Site Owners are responsible for:

- Using Omeka for instruction or research purposes
- Participating in an initial consultation with library staff
- Using recommended support strategies outlined in the initial consultation
- Creating and managing Omeka accounts for students/participants
- Participating in periodic Omeka assessments

The Omeka Core Team is responsible for:

- Creating and managing owner accounts and sites
- Notifying participants in advance of system maintenance downtimes
- Providing technical support and troubleshooting guidance, where available
- Providing introductory training (or training materials) at the request of the user, when possible
- Managing vendor communications
- Communicating with participants’ local service providers
- Contacting each site owner/participant annually regarding possible renewal of service
- Communicating service status and progress to the Directors of Teaching, Research, and Learning Services, and of the Kislak Center and Schoenberg Institute for Manuscript Studies

Directors of Digital Scholarship and Teaching, Research, and Learning Services are responsible for:

- General oversight of the service and evaluation process, including communications to and support of faculty, staff and students
- Communicating service status and progress to Penn Libraries’ Administrative Council
Policies

User Policies: Individuals using sites obtained through this document agree to the following user policies:

1. Comply with the University of Pennsylvania Computing Policy on Acceptable use and, when relevant, the Code of Student Conduct. Review the respective policies here:  
   http://www.upenn.edu/computing/policy/aup.html  
   http://provost.upenn.edu/policies/pennbook/2013/02/15/code-of-student-conduct
2. Comply with the University of Pennsylvania’s Policy on Unauthorized Copying of Copyrighted Material:  
   http://www.upenn.edu/computing/policy/copyright.html
3. Respect the rights of others by complying with all University policies regarding Privacy in the Electronic Environment:  
   http://www.upenn.edu/almanac/v47/n04/OR-privacy.html
4. Notwithstanding the absence of any specific policies mentioned here, comply with all relevant University and Library policies.
5. Any site that violates these terms will be deactivated or suppressed upon notification of the violations.

Intellectual Property: All intellectual content on these sites will be the responsibility of their creators. Omeka and the University of Pennsylvania do not own any material on Omeka sites.

Data Retention: Omeka sites may be retained through three years from the signing of this agreement pending annual confirmation by Site Owners. In the event that sites remain unconfirmed, they will be slated for decommissioning, and Site Owners will be notified one month in advance via email. Before the termination of the three year period, the user must meet with library staff to determine the termination procedures for the Omeka site. Options for termination will be discussed in the initial consultation meeting and may include 1) creation of a zipped static version of the site, 2) extraction of all site data, or 3) renewal of this agreement if both parties are amenable. If the user does not select a termination procedure, a static copy of the site will be created and sent to the user. This static copy may lack certain interactive elements (such as embedded graphics) and the Admin Dashboard, but will preserve the page content and navigation.

Termination Procedure: If an Omeka site violates any of the conditions of use, the Library will suppress (rather than delete) the site and notify the Site Owner via email. If violations can be corrected to the satisfaction of the Library and other relevant bodies at Penn, the site can be unsuppressed. If not, the site will be deactivated. The library reserves the right to immediately deactivate sites that violate conditions of use such as privacy issues and systematic copyright violations.

Termination of Participation

Participating faculty, staff, and students may terminate this agreement at any time by notifying Penn Libraries Omeka Support (ahnberg@pobox.upenn.edu) in writing of intent to withdraw.
Agreement Details

Site Title:

Request site address name (sub-domain). Example, www.pennds.org/sitetitle/

Site owner’s requested user name:

Requested installation configurations (themes, plug-ins, etc.) if any:

Track Site Usage Statistics Using Matomo (Usage Report provided at annual check-in)? ______________

Would you like your site to be featured on the Library’s Partner Projects page? ______________

Site Termination Plan (select the preferred option for the project’s end of life – this will be used as the default treatment of the site at the termination of the agreement, unless the agreement is renewed or modified):

___ Creation of a Static Copy of Site (for preservation) ___ Extraction of Data (for possible migration)

Approvals

The following individuals agree to the terms and conditions of this agreement:

_________________________________  __________________________________
Signature of Faculty/Staff/Student    Signature of Penn Libraries Representative
Katherine Ahnberg
ahnberg@pobox.upenn.edu
_________________________________  ________________________________
Sasha Renninger                     sashafr@upenn.edu
_________________________________  ________________________________