

Memorandum of Understanding

Between

and

**Center of Digital Humanities Research (CoDHR)
at Texas A&M University**

This MOU serves as an agreement between _____ (henceforth referred to as the Support Recipient) and CoDHR related to the roles and responsibilities of each party as they relate to _____ (henceforth referred to as the Project).

CoDHR’s Responsibilities under this MOU

Under the conditions specified below this section, CoDHR will make a best effort to:

- Provide public access via the internet to the data comprising the Project for a period of ___ years, beginning _____ and ending _____ (henceforth referred to as the Period of Support). However, should the technology allowing for this access become obsolete, insecure, or otherwise unsustainable, it is understood that CoDHR is under no obligation to update the technology or migrate data for the Project to another platform. Under this circumstance of unsustainability, CoDHR will make a best effort to provide a copy of the data to the Support Recipient in its current form.
- Perform backups of data for the Project in order to restore the data in the event of a hardware failure or malicious attack on CoDHR infrastructure.
- Keep the infrastructure hosting data for the Project secure and up to date.
- Make available a copy of the data in its current form for 30 days in the following circumstances:
 - o The Period of Support elapses
 - o The Support Recipient chooses to migrate the Project to another host
 - o The Support Recipient decides to end the Project

Conditions for the above support:

- The data must not be proprietary, illegal, or under copyright.
- The data must be “open-access,” i.e.. publicly accessible, *including frontend representations* of the data (not behind a paywall).

Liberal Arts & Humanities Building (LAAH) 448
4213 TAMU
College Station, TX 77843-4213

Phone: 979-458-1552
Email: codhr@tamu.edu
Website: tx.ag/CoDHR

Support Recipient's Responsibilities under this MOU

The Support Recipient will make a best effort to:

- Appropriately acknowledge and cite CoDHR's support in any publications or presentations regarding the Project.
- Request permission from CoDHR to proceed should the nature of the Project's data change drastically, i.e. grow substantially in terms of storage requirements or treat an entirely different subject.
- Notify CoDHR should the Support Recipient choose to migrate the Project to another host or end the Project.
- Make CoDHR aware of any frontend representations of the Project's data.
- Provide language (up to 500 words) describing the Project and its data.
- Be reasonably available to collaborate with any other scholars interested in learning about the nature of the Project's data, how best to access it, and the methodologies used to acquire/produce it. This may include at least one brief presentation to local TAMU scholars/students.

Signatures

The roles and responsibilities stipulated above are acceptable and agreed upon by the signatories below:

X _____ Date:
Director, CoDHR

X _____ Date:
Support Recipient