

Membership Agreement

BitCurator Consortium
2015-07
Last Revised: July 2015

This document is a membership agreement form for organizations joining the BitCurator Consortium.

1. EXECUTIVE SUMMARY

This BitCurator Membership Agreement governs membership in the BitCurator Consortium, an independent, community-led membership group administered by the Educopia Institute. The BitCurator Consortium's purpose is to support curation of born-digital materials through the application of open-source digital forensics tools by institutions responsible for such materials.

This Agreement defines the terms and conditions of the agreement made between Members and the BitCurator Consortium. The Agreement provides a framework for arranging relationships but remains sufficiently flexible to address evolving needs of the BitCurator Consortium and Members in a changing technological and legal landscape.

2. OVERVIEW

2.1 What is the BitCurator Consortium?

The BitCurator Consortium is an independent, community-led membership association. The purpose of the BitCurator Consortium is to support the curation of born-digital materials through the application of open-source digital forensics tools by any institution with responsibility of caring for such materials. The BitCurator Consortium was founded through seed support from the Andrew W. Mellon Foundation, the School of Information and Library Science at the University of North Carolina, the Maryland Institute for Technology in the Humanities, and the Educopia Institute.

Between 2011 and 2014, the BitCurator project (phases 1 and 2), funded by the Andrew W. Mellon Foundation, developed, packaged and documented open-source digital forensics tools to allow libraries, archives and museums (LAMs) to advance a number of core digital curation goals: creation of authentic copies of data on disks; reflection of the original order of materials; establishment of more trustworthy chains of custody; discovery and exposure of associated contextual information; identification of sensitive information that should be filtered, redacted or masked in appropriate ways; redaction of specific bitstreams; and provision of access to the contents of disk images or directories of files.

The BitCurator Consortium serves as the host and center of administrative and user support for the BitCurator environment. This includes the open-source software developed as part of the BitCurator project and, when appropriate and feasible, software developed by (1) additional follow-on research and development projects, and (2) members of the BitCurator user community.

2.2 What is this Membership Agreement

This BitCurator Membership Agreement articulates and informs potential Members about the rights and responsibilities of joining the BitCurator Consortium and establishes the framework for ordering legal relationships among the Members such as payment of fees, duration of membership, and other facets of the relationship. The Agreement binds Members, the BitCurator Consortium, and any successors in interest to certain conditions specified within it. It also gives some certainty to the BitCurator Consortium relationships while remaining sufficiently flexible to address evolving needs of the BitCurator Consortium and Members in a changing technological and legal landscape. In the event of conflicts between the Governance documentation and the Agreement, the Agreement ultimately controls interpretation and application of the benefits and responsibilities of Members in the Consortium.

More importantly, the Membership Agreement also articulates the rights and responsibilities of all Members in order to represent those rights and responsibilities as shared goals and as an acknowledgment of Members and the Consortium together working in support of the conditions, criteria, and mission set forth within the Governance documentation. Thus, as a fundamental condition of the BitCurator Consortium Membership Agreement, the BitCurator Consortium and Members agree that flexibility and modification are equally important to a strict application of this Agreement in ordering the respective relationships of this membership association and in manifesting the intent of the parties that cooperate within it.

3. MEMBERSHIP TYPES AND FEES

3.1 Overview of Membership

Membership in the BitCurator Consortium is by institution. The BitCurator Consortium currently does not have classes of membership tailored to or priced for individuals or for consortia of institutions. Membership is open to institutions in all sectors and all nations.

There are two membership categories:

Charter Members *(available 2014 only)*

Charter members have the opportunity to shape the initial BitCurator Consortium Executive Council and BitCurator Consortium Committees, including exclusive eligibility for election or appointment to the Executive Council during the charter period (2014). They also will participate in the development of the initial BitCurator Consortium user, technical, and service roadmaps. The fee for joining as a Charter Member is \$5,000 in the first year. Following the 2014-2015 year, Charter members will have the same membership fees as General Members, but they will retain the “Charter” designation. Charter members join for a three-year term with annual billing opportunities.

General Members

General members engage in the ongoing work of the Consortium, including community engagement and networking with BitCurator users, subscription to a dedicated BCC member mailing list, dedicated educational offerings, eligibility to serve on the BCC Executive Council and Committees (after 2014), and voting rights. The annual fee for General Members is \$2,000/year for a three-year term with annual billing opportunities.

The fiscal year runs from July 1 to June 30. Membership dues are the primary financial resource for the BitCurator Consortium's activities. Checks should be made payable to Educopia Institute and the address for payment is:

Educopia Institute
1230 Peachtree Street, Suite 1900
Atlanta, Georgia 30309

3.2 Your Rights as Members

Each Member working with the BitCurator Consortium receives:

- Access to a BCC help desk
- Prioritization in future enhancement requests
- Dedicated educational offerings
- Voting rights
- Eligibility to serve on the BCC Executive Council and Committees
- Service opportunities
- Community engagement and networking
- Professional development and training
- Subscription to a dedicated BCC member mailing list
- Special rates for BCC events, including the annual BitCurator User Forum

Charter Members also receive:

- Opportunities to participate in and shape the initial BitCurator Consortium Executive Council and BitCurator Consortium Committees, including exclusive eligibility for election or appointment to the Executive Council during the charter period
- Participation in the development of the initial BitCurator Consortium user, technical, and service roadmaps
- Recognition through the placement of your institution name, logo, and link on the BitCurator Consortium web site
- Use of the "BitCurator Consortium Charter Member" icon

3.3 Your Responsibilities as Members

Each member of the BitCurator Consortium bears responsibility for certain administrative duties and participation in the BitCurator Consortium's activities, including:

- Remain in good standing by complying with the Membership Agreement and following established business procedures as outlined in the Governance documentation
- Designate one individual as the primary institutional contact and voting representative
- Support at your own expense any and all costs incurred by participating in the BitCurator Consortium, including but not limited to paying membership fees, travel to required meetings, and other costs of participating in the BitCurator Consortium

SIGNATURES PAGE

This page should be completed by an individual with organizational signature authority for the organization joining the BitCurator Consortium. Signature indicates agreement to the terms and conditions of the document entitled “BitCurator Membership Agreement” of which this is the last page. This document was last revised July 2015.

Upon completion of this form, an invoice will be sent separately to your organization annually for your membership fees. Please print clearly or type information in the spaces provided below, and return this signature page via email to Katherine Skinner (katherine@educopia.org) or by mail (Educopia Institute, 1230 Peachtree Street, Suite 1900, Atlanta, GA 30309). Thank you for joining the BitCurator Consortium, and welcome!

Member Information:

My Institution, _____, joins the BitCurator Consortium as a General Member.

Signed by an Authorized Representative of the Member Institution:

Signature *Date*

Print Name and Indicate Title:

Name *Title* *Email*

Billing Name and Address:

Institutional Representative (for voting purposes—print name and indicate title):

Name *Title* *Email*

Signed by an Authorized Representative of the Educopia Institute, which serves as the administrative host for the BitCurator Consortium:

Signature *Date*

Print Name and Indicate Title:

Name *Title* *Email*