

Digital Public Library of America

Hub Network Membership Agreement

THIS MEMBERSHIP AGREEMENT (the “Agreement”) is entered into by and between Digital Public Library of America, with an address of 1 Washington Mall #1019., Boston, MA 02108 (“DPLA”) and the organization identified on the signature page hereof (“Member”) and made effective as of the date last signed below (the “Effective Date”).

Whereas DPLA has the objective to provide free and open access to the cultural and scientific heritage of humanity;

Whereas DPLA’s primary focus is providing broad and open access to all the Nation’s cultural materials, provided by participating Institutions across the United States;

Whereas DPLA, for this purpose, has undertaken the task of ingesting, indexing, enriching and making available descriptive metadata and previews on objects that are part of that heritage;

Whereas DPLA thereby intends to benefit both the holders of these objects (members) and the public at large;

Whereas DPLA wishes to make all open data in its data store available for reuse to all its members and the public at large.

Description

DPLA and its members have a shared interest in providing free open access to our Nation’s collective cultural heritage material, and making these items accessible under one website, [DPLA](https://pro.dp.la). Members have a shared commitment to the DPLA mission and support the stated values of the DPLA. DPLA has instituted a member program to contribute to the sustainability and continued advancement of the collaboration with its Hub Network. The member program is fully described in the DPLA Hub Network Membership program statement. The current Hub Network Membership program is available online at <https://pro.dp.la/hubs>, and is attached herein. The program can be modified as needed by DPLA in collaboration with the network council and advisory council.

Responsibilities of Members

- Members must be an organization or consortia.
- Members must have a signed a data exchange agreement in place.
- Members must be in good standing in paying their membership fee.
- Members will appoint one representative from the Hub to serve on the Network Council.
- Members are responsible for meeting the obligations outlined in the data exchange agreement.

Benefits of Membership A complete list and description of membership benefits can be found in the Hub Network Membership program statement attached (addendum 1), and also available online for future reference at <https://pro.dp.la/hubs/membership-program>.

Governance A current description of the member governance model and the rights and responsibilities of members in governance can be found in the member program statement attached and available for future reference at <https://pro.dp.la/hubs/governance>. The governance structure can be modified as needed as decided by the network council, the advisory council, DPLA staff and DPLA Board of Directors.

Terms Membership dues are billed annually, ninety days prior to the due date of September 1. Invoices for membership will be distributed no later than June 1st and can be paid prior to the actual due date of September 1. In the event of nonpayment of dues, the Member's membership rights may be terminated.

Initial Term. The initial term of this Agreement shall commence on the Effective Date and, unless this Agreement is earlier terminated, will expire on August 31 of the calendar year that is three (3) years after the year in which the Effective Date occurs (the "Initial Term"). During the initial term of this agreement there will be no change to member fees set forth in this agreement.

Renewal Terms. Following expiration of the Initial Term, unless this Agreement is earlier terminated, the term of this Agreement shall renew for additional one-year renewal terms effective as of September 1 of the applicable calendar year (each, a "Renewal Term" and, together with the Initial Term, the "Term") unless and until either party provides written notice to the other party of non-renewal by May 30 of such calendar year. The Fee (defined below) applicable to each Renewal Term shall be equal to DPLA's standard membership Fee for such Program as in effect at the commencement thereof.

Payment Terms

Fees. Member shall pay the Fees set forth in Exhibit A. DPLA will have no obligation to provide any benefits when any amount required to be paid by Member remains due and unpaid beyond the date such amount is due. All Fees are non-refundable and due in advance as set forth herein.

Invoices. DPLA will invoice Member for the membership Fee outlined in Exhibit A and in accordance with their Hub structure. DPLA shall also invoice Member on or about June 1 of each year following the Initial Term, for the Fee applicable to each Renewal Term. Member shall pay each amount in full within ninety (90) days of receipt of each invoice.

Termination This Agreement shall continue in effect until such time as the Member's membership in DPLA is terminated by the Member (voluntarily) or DPLA (for nonpayment or for cause). In the event of any termination of the Member's membership, any dues that are then due and owing shall remain payable, and no refund shall be made of any dues then paid.

This agreement may be executed in two or more counterparts through the exchange of electronic or facsimile signatures, each which will be an original and together constitutes one and the same agreement.

Signatures

DPLA	
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

DPLA - [Member Name]

Hub Network Membership Agreement
Updated Exhibit A - [September 1, 2023]

[Member] shall pay a Renewal fee of \$[10,000.00] (reflecting a 20% discount off the regular membership for renewal dates of Sept 1, 2021, or January 1, 2022) for DPLA membership term [Sept 1, 2022 - Aug 31, 2023].

This payment follows the DPLA Hub Membership Agreement Sections Terms, Initial Terms, and Renewal Terms. The Initial Term of the original signed agreement was [Sept 1, 2017 - Aug 31, 2020].

PLEASE NOTE DPLA's NEW BANKING INFORMATION FOR PAYMENTS:

Signature Bank

9450 W. Bryn Mawr Avenue

Suite 300

Rosemont, IL 60018

Signaturebank.bank

ACCOUNT NAME: Digital Public Library of America, Inc.

Tax ID: 46 1160948

ACCOUNT NUMBER: 7000097779

ROUTING NUMBER: 071026628

Digital Public Library of America

(at Government Center)

1 Washington Mall #1019

Boston, MA 02108

For any questions, please contact:

Suzanne Gilbert Lee

Operations & Culture Manager

suzanne@dp.la

DPLA Membership Program

DPLA's Membership Program is an opportunity to work together more effectively to achieve the common goal of bringing the riches of our nation's cultural heritage organizations to a broad, engaged public. [Request more information about Membership](#)

Membership Details

Fees

- \$10,000/year; \$12,500/year for multi-state Hubs
- For the initial three year term fees will not change
- After the initial three year term fees will be evaluated with input from the Advisory Council and DPLA Board

2023-24 Membership Renewal Discounts

DPLA has extended the membership fee discount offered in response to the shifting financial landscape brought on by the pandemic.

- We are currently offering a 20 percent discount for annual renewals occurring in FY23 and FY24 at the rate of \$8,000/year; \$10,000/year for multi-state Hubs.
- The discount applies to hub renewal dates of September 1, 2023, or January 1, 2024.
- The 3-year renewal bundle discount is also still available (\$25,000 for single state hubs).

Please [contact us](#) with questions. Benefits

- **Regular published ingest schedule for each member** (3-6 times/year) Ingest of Member Hub metadata (assuming no changes in schema or endpoint from the Member) on a regular, published schedule, with frequency agreed upon jointly based on frequency of changes to Hub data.

- **Member analytics dashboard**

Dashboard showing use and other analytics data related specifically to content from the Member Hub.

- **Access to Wikimedia digital asset pipeline**

Allows for member organizations to upload compatible assets to Wikimedia Commons, which allows for it to be included on Wikipedia pages

- **Participation in member working groups/task forces**

Option for staff and others affiliated with Member Hub to participate in working groups and task forces established by the Advisory Council.

- **Involvement and inclusion in curation projects**

Member Hubs will have opportunities to provide input on content of curated resources such as exhibitions and browsing lists, and potentially collaborating with DPLA on development of these resources.

- **Member-proposed initiatives to solve common problems across the network**

Through the Network Council and Advisory Council, members will surface issues to be addressed collaboratively and prioritize the efforts of the network.

- **Hub Network Members Meeting**

Opportunity for two participants from each Member Hub to attend the annual multi-day Hub Network Members Meeting, with no registration fee.

- **DPLA community website/wiki**

Hub Network site to support individual and collective work of the Hubs and facilitate communication across the network.

- **Availability of programmatic interface (API) for access to enhanced data**

Development and maintenance of API that allows innovative reuse of data held in DPLA by developers, researchers, and others both within and outside the network.

- **Access to enriched DPLA mapped schema records via bulk download** Enhanced metadata includes enriched geolocation, and data clean up to meet DPLA standards.

- **Initial training and onboarding for Hubs**

DPLA staff provide training, documentation, quality assurance testing, and consultation for new Hubs in support of their initial ingest.

- **DPLA Local**

Package to create DPLA local site, by providing a custom API feed and customized template (not ready at launch).

Governance

The Hub Member Network will introduce a formal participatory governance structure, which will allow more effective communication and collaboration across the network and increase transparency of decision-making.

Members can participate in governance through involvement in the following councils:

- **Network Council** – A governing body responsible for nominating and electing members to the Advisory Council. Each member will have one seat on the Network Council.
- **Advisory Council** – An elected body that works closely with the DPLA staff to advise on member initiatives, new opportunities, and strategic directions DPLA should consider to better serve its network. The Advisory Council will be responsible for approving working groups.
- **DPLA Board of Directors** – Network representation on the DPLA Board.
- **Working Groups and Task Forces** – Working Groups and Task Forces will be established to assist in implementation of DPLA/network initiatives; surface network-wide issues/priorities; provide input to DPLA at key decision points; and/or facilitate information sharing across the network.

Read more about [network governance](#).

Why join the Member Network?

DPLA brings together a rich, unique collection of millions of items from dozens of Hubs and thousands of contributing institutions. Since its inception, millions of people, from young students to retired lifelong learners, have taken advantage of the free and open resources that DPLA provides in collaboration with the Hub Network. DPLA is focused on maximizing access to the nation's shared history, culture, and knowledge. Collaboration advances the impact of our network, leading our users to deeper engagement with and understanding of our shared culture.

The [DPLA Hub Network](#) is a unique nationwide collective working toward the common goal to bring the riches of our nation's cultural heritage organizations to a broad, engaged public. Together, we inspire collaboration and help build capacity among institutions of all types, sizes, and resource levels. As a network, we can achieve what

each of us could not individually. Through projects such as [Hydra-in- a-Box](#) and [RightsStatements.org](#) , we've worked together to identify and solve common issues.

The DPLA Hub Membership program allows us to fully realize this potential by giving Hubs a formal voice and increased ownership of the network. Through membership, we can work more effectively together, ensuring that the network remains vibrant, engaged, productive, and focused on the highest priority needs of its members. Sustainability of the network benefits us all.

Shared Values

The work of the member network is grounded in our shared values:

- A passion for expanding the reach of openly available materials
- A dedication to constructive collaboration
- A commitment to working at scale to advance the work and impact of the cultural heritage community as a whole
- A belief in the value of equitable access to information as a public good [Download Member Agreement](#)

This page was updated on October 10, 2023.