

NEW MEXICO DIGITAL COLLECTIONS PARTICIPATING INSTITUTION FORM

The University of New Mexico University Libraries hosts New Mexico Digital Collections (NMDC). The collections originate from the University of New Mexico and from other New Mexico cultural heritage institutions. These collections provide access to digitized photographs, manuscripts, posters, oral histories, videos, maps, and books from libraries, museums, and cultural centers across the state. Topics include New Mexico history, water and land issues. Other subjects are Latin American art and politics. NMDC runs on a CONTENTdm platform and is a public website accessible to all. Copyright restrictions are the purview of each NMDC partner.

All libraries, archives, museums, and other cultural institutions are encouraged to join NMDC as partners. Within NMDC, each partner has its own web page. Partners usually have their entire digitized objects into a single collection (e.g., Collections from the Farmington Museum). When partners have very large collections, they can organize their digitized objects into several separate collections (e.g., Collection from the Palace of the Governors Photo Archives: Ben Wittick Collection, Jesse Nusbaum Collection, and so on).

1. CONTENTdm Project Client Requirements

- Windows Vista or Windows 7
- 2 GB RAM is recommended
- 2 GB of available hard-disk space for installation
- Minimum display resolution of 1024 × 768
- A broadband Internet connection to the CONTENTdm Server
- Adobe® Reader

2. Metadata and Scanning Standards

Each digitized object is accompanied by metadata in the Dublin Core format. Partner institutions will follow the following standards, available on NMDC main page under “About”:

- Dublin Core Metadata Elements
- CDP Dublin Core Metadata Best Practices
- Working Guidelines for Applying Dublin Core to CSWR Projects
- CSWR Guidelines for Using PBCore
- CDP Digital Imaging Best Practices

3. Financial Requirements

There is no cost to join NMDC.

4. Training

Training is required. The UNM University Libraries can provide training in person or online. Cost of on-site training at a partner's institution will be covered by the partner.

5. Support

The UNM University Libraries will provide routine telephone and email support to help partners with ingesting content and configuring their web space on the NMDC website. More complex support issues or change requests will be evaluated on a case-by-case basis, and may be approved or rejected based on the available resources at UNM University Libraries.

6. Contact

Kevin Comerford, Director of Digital Initiatives and Scholarly Communications
505-277-6341
kevco@unm.edu

7. NMDC Partner Agreement

As participant in NMDC, we agree to abide to all partner guidelines and training requirements.

Participating institution signature: -----

Date: -----

UL signature: -----