

Agreement Letter Template

Date

Catherine C. Wilt
Pennsylvania Digital Collections Project
% Pennsylvania Academic Library Consortium, Inc.
P.O. Box 58906
Philadelphia, PA 19102-8906

Dear Cathy:

I am writing to authorize the Pennsylvania Digital Collections Project (PDCP) to harvest the metadata and previews for selected digital collections made available by INSTITUTION NAME. The PDCP operates as a program of the Pennsylvania Academic Library Consortium, Inc. (PALCI) on behalf of the PDCP statewide collaborative effort among cultural heritage institutions to make information about our digital collections widely available.

I understand PDCP will share the digital collections metadata and previews with the Digital Public Library of America (DPLA) under the terms of the agreement established between the DPLA and PALCI, which are available for review on the PDCP website. I further understand the metadata and previews – as distinguished from the digital objects themselves – will be made freely available by the DPLA for harvesting and re-use under a Creative Commons CC0 license.

Thank you very much for your consideration. Please advise if you have any questions.

Sincerely,

Name
Title
Institution

Link to the documents mentioned:

* Agreement established between the DPLA and PALCI --

<https://drive.google.com/open?id=0B-icpMLW3cRXaUNaa1pVVHBHR2M>

* Creative Commons CC0 license -- <https://creativecommons.org/about/cc0>