

JOINT AGREEMENT
for the provision of the
Picture Queensland digital image collection

between

**THE LIBRARY BOARD OF
QUEENSLAND**

and

**PICTURE QUEENSLAND
CONTRIBUTOR**

- SCHEDULE 1: Picture Queensland product and services description and options**
- SCHEDULE 2: Fees and charges**
- SCHEDULE 3: Contact information**

THIS AGREEMENT is made this _____ day of _____ 2007.

BETWEEN: **LIBRARY BOARD OF QUEENSLAND**
ABN 45872652679
of
Corner of Stanley and Peel Streets
South Brisbane Qld 4101
PO Box 3488
South Brisbane...Qld...4101

(“the State Library”)

AND: **[NAME OF CONTRIBUTOR]**
[insert ABN/CAN if applicable]
of **[insert address]**

(“the Contributor”)

1. BACKGROUND:

- A. The State Library of Queensland makes the Picture Queensland digital image collection available to the general public. The State Library of Queensland wishes to collaborate with Queensland organisations holding cultural heritage image collections to build a more complete pictorial record of Queensland, and to make these images available on Picture Queensland (and, as a consequence, on PictureAustralia) for online access by the general public.
- B. The Contributor, in consideration of the benefits of providing online public access to its cultural heritage image collection, wishes to contribute to Picture Queensland.
- C. The Contributor has offered to provide online access to its images held on the terms and conditions of this Agreement.

2. PURPOSE

- 2.1 The purpose of this Agreement is to:
- (a) describe the terms and conditions, obligations and responsibilities of the parties and the products and services to be provided by the State Library and the Contributor; and
 - (b) detail all costs, initial and ongoing, associated with the ongoing membership of Picture Queensland.

3. SPIRIT OF THE AGREEMENT

- 3.1 Both parties acknowledge that this Agreement is only effective if both parties:
- (a) acknowledge that they will fulfil their responsibilities set out below; and
 - (b) assist the other party in meeting their responsibilities.

NOW THE PARTIES AGREE AS FOLLOW -

4. INTERPRETATION

- 4.1 In this Agreement, unless the context otherwise requires or the contrary intention appears, the following terms will have the meaning assigned to them:

“**Agreement**” means this document and all Schedules to this document.

“**Business Day**” means a day (other than a Saturday, Sunday or a public holiday) on which banks are open for business in Queensland.

“**Commencement Date**” means the date that this Agreement is signed by both parties. If one Party signs on a later date, “Commencement Date” means the later date.

“**Completion Date**” means the date in Clause 2 of this Agreement.

“**Contact Officers**” means officers of the Parties as identified in Schedule 3.

“**Services**” means the products and services described in Schedule 1.

“**Contributor**” means the organisation contributing to Picture Queensland and includes all persons engaged by the Contributor to work on Picture Queensland.

“**Fee**” means a fee specified in Schedule 3.

“**Intellectual Property Rights**” means all copyright, patents and all rights in relation to inventions, trade marks and designs or any rights to registration of such rights, whether created before, on or after the date of this Agreement.

“**Moral Rights**” means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Amendment (Moral Rights) Act 2000 (Cth)*, and rights of a similar nature anywhere in the world whether existing at the Commencement Date or which may come into existence on or after the Commencement Date.

“**Project Officer**” means the officer, specified in Schedule 3, appointed by the State Library to manage the day to day operations of this Agreement or any other person substituted by the State Library by notice to the Contributor.

“**State Library**” means the State Library of Queensland governed by the Library Board of Queensland under the *Libraries Act 1988*.

“**Term**” means the period during which the State Library and the Contributor are required to deliver the Contracted Services as specified in Schedule 1.

- 4.2 A reference to a person includes a reference to corporation and other entities recognized by law.

5. TERM AND REVIEW

- 5.1 This Agreement commences on the Commencement Date and continues for a term of three years unless terminated earlier in accordance with Termination clause 14.

5.2 The Parties agree to review the terms of this Agreement on an annual basis with the first review 12 months from the Commencement Date.

6. OBLIGATIONS OF THE PARTIES

6.1 The State Library will:

- (a) provide, manage and support the Picture Queensland technological infrastructure – hardware, applications and website – and the standards infrastructure underpinning a single entry point for members of the public searching and accessing the Contributor's digital collection of cultural heritage images;
- (b) monitor the quality of master digital images and metadata records in Picture Queensland;
- (c) provide advice and support to the Contributor on digitisation issues including the creation of master image files and metadata records as detailed in Schedule 1;
- (d) store the Contributor's metadata records for the fees and charges specified in Schedule 2;
- (e) store master image files for the Contributor if the Contributor selects this service option in Schedule 1, and for the fees and charges specified in Schedule 2;
- (f) create derivative images for online access from the Contributor's master image files if the Contributor selects this service option in Schedule 1, storing these files for the fees and charges specified in Schedule 2;
- (g) provide a central image ordering and reproduction service for the Contributor if the Contributor selects this service option in Schedule 1; and
- (h) convene an annual meeting for all Contributors to Picture Queensland to provide a forum for discussion about the Picture Queensland service, its achievements and future plans;
- (i) ensure that the Contributors images are made available in PictureAustralia;
- (j) provide opportunities for members of the public to comment on an image, forwarding these comments to the Contributor as appropriate.

3.2 The Contributor will:

- (a) provide and complete the agreed to services in accordance with this Agreement for the Term, through its Contact Officers, to the standards and in the manner, frequency, quantity and times specified in the Schedules;
- (b) grant to the State Library a non-exclusive, royalty-free licence to host and provide online public access to metadata records and digital image files as specified in the service options in Schedule 1;
- (c) allow clients of Picture Queensland and PictureAustralia to download and reproduce low resolution JPEG images for those dealing permitted under copyright legislation;

- (d) consult regularly with the State Library through the Contact Officers, as listed in Schedule 3, throughout the Term;
- (e) pay the State Library the fees and charges specified in Schedule 2 at the times detailed in Schedule 2.

4. PERSONNEL

- 4.1 Both Parties will ensure that personnel employed to perform the agreed Services are competent and have the necessary skills to complete the work as specified in Schedule 1 and to discharge the obligations of this Agreement.

5. FEES AND CHARGES

- 5.1 The State Library will provide the Contributor with a valid tax invoice, with payment terms of not less than 30 days, for all fees and charges required to be made under this Agreement.
- 5.2 The Contributor will pay the State Library the fees and charges specified in Schedule 3 at the times detailed in Schedule 3.
- 5.3 The State Library will waive the membership fee specified in Schedule 2 for Queensland public libraries for the first year of membership.

6. INDEMNITY

6.1 The Contributor

- (a) indemnifies the State Library, its officers, employees, and agents (collectively referred to as "the indemnified") from and against any loss, damage or expense (including legal costs) arising from any claim, action, demand or proceeding that may be made or brought by any person against the indemnified in consequence of or arising out of the performance of this Agreement; and
- (b) releases and discharges the indemnified from any such claim, action, demand or proceeding which, but for these provisions, might be brought against or made upon the indemnified,

except any action brought or made due to a negligent act or omission of the State Library.

7. WARRANTIES

7.1 The Contributor warrants that:

- (a) all material submitted for the purposes of this Agreement will not infringe the copyright of third parties and, to the best knowledge of the Contributor, will not be defamatory;
- (b) it will not incur any liabilities or obligations in the name of the State Library without the prior authorisation of the State Library.

8. CONFIDENTIALITY

- 8.1 The Parties must not, except as expressly authorised by the other party or required by law, reveal to any person any of the confidential operations, dealings, or affairs of the other which may come to its knowledge through the carrying out of this Agreement and must not use or attempt to use any information or knowledge in any manner which may injure or cause loss either directly or indirectly to the other.
- 8.2 The Contributor agrees that the State Library may disclose publicly any Funding that has been made to the Contributor, the amount of the Funding, and general details of this Agreement.

9. PRIVACY

- 9.1 Where the Parties collect, hold or has access to personal information in order to fulfil obligations under this Agreement, the Parties must:
- (a) ensure that personal information is protected against loss and against unauthorised access, use, modification or disclosure and against other misuse;
 - (b) not use personal information other than for the purposes of this Agreement, unless required or authorised by law;
 - (c) not disclose personal information without the written agreement of the Parties or any other persons authorised in writing by the Parties, unless required or authorised by law;
 - (d) ensure that only authorised personnel have access to personal information;
 - (e) immediately notify the other Party if it becomes aware that a disclosure of personal information is, or may be required or authorised by law;
 - (f) make its employees, agents and subcontractors aware obligations under this clause 9; and
 - (g) comply with such other privacy and security measures as one Party reasonably advises the other Party in writing from time to time.

10. VARIATION

- 10.1 Any variation to this Agreement must be in writing and signed by both Parties.
- 10.2 It will be sufficient evidence of any variation to a Schedule of this Agreement if both Parties execute and date a substitute Schedule.

11. TERMINATION

- 11.1 The Contributor may terminate this Agreement at any time on 90 days notice to State Library.
- 11.2 Either Party may terminate this Agreement immediately upon written notice to the other Party if that other Party has failed to fulfil its obligations under this Agreement and has not remedied the breach within 30 days after the date of a Notice requiring it to comply with its obligations.

11.3 Where a Contributor wishes to terminate this Agreement, the State Library will negotiate on a case-by-case basis the return or otherwise of the digital image files and metadata records supplied by the Contributor under this Agreement and the arrangements for transfer to the Contributor.

12. DISPUTE RESOLUTION

12.1 For the purpose of this clause, a dispute will have arisen when either Party gives notice to that effect to the other Party.

12.2 The Parties agree to attempt to settle any dispute arising in connection with this Agreement in good faith by negotiation.

12.3 The Parties nominate the Contact Officers listed in Schedule 3 to be the liaison officers for day to day management of this Agreement and resolution of any disputes that may arise in relation to this Agreement.

12.4 If the Contact Officers nominated in clause 12.3 are unable to resolve any dispute within 14 days, the dispute may be referred to senior staff in the State Library and the Contributor's organisation, with authority to resolve the matter.

13. NOTICES

13.1 Any notice or other communication to be given under this Agreement must be in writing and may be delivered by hand, or sent by pre-paid post, or facsimile, or email, to the respective addresses set out in Schedule 3 or any substitute address a Party may notify to the other for the purposes of this clause.

13.2 A notice will be deemed to have been given by:

- (a) mail – when delivered at the address to which it is posted;
- (b) facsimile – when the sender's fax machine reports an apparently successful transmission;
- (c) email - on the date of dispatch;

except that a notice that is delivered, faxed or emailed after 4:00pm on any day, will be deemed to be received on the next business day.

13.3 For the purpose of this clause, "business day" means a day that is not a Saturday, Sunday or public holiday in Brisbane, Queensland.

14. GOODS AND SERVICES TAX

14.1 The Parties acknowledge and agree that the consideration due or payable for any supply of any goods, services or any other things under this Agreement has been calculated without regard to, and is exclusive of, any GST.

15. REPORTING

The State Library will make biannual reports to the Party as detailed in Schedule 1.

16. ACKNOWLEDGMENT OF SUPPORT AND FUNDING (IF ANY) RECEIVED FROM THE STATE LIBRARY

The Contributor must, in making any public statement or publicity material in relation to its involvement in Picture Queensland, whether during the term of this Agreement or after it, include an acknowledgment of the support or funding received from the State Library (if any).

17. APPLICABLE LAW

This Agreement is subject to the laws of the State of Queensland, and the Parties to this Agreement submit to the jurisdiction of the courts of that State.

EXECUTION

The parties have executed this Agreement as follows:

SIGNED on behalf of the **[CONTRIBUTOR]**

by:

in the presence of:

Name of authorised person:

Witness name:

Title of authorised person:

Witness signature:

Signature of authorised officer:

Date: /...../.....

SIGNED on behalf of the **STATE LIBRARY
OF QUEENSLAND** by:
ABN 45 872 652 679

in the presence of:

Name of authorised person:

Witness name:

Title of authorised person:

Witness signature:

Signature of authorised officer:

Date: /...../.....

SCHEDULES

SCHEDULE 1: Picture Queensland products and services description and options

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SCHEDULE 1 - PICTURE QUEENSLAND PRODUCTS AND SERVICES: DESCRIPTION AND OPTIONS

1. Background

Picture Queensland is an online, searchable digital image collection. Made available by the State Library of Queensland, Picture Queensland works with its Contributors to form a more complete pictorial record of Queensland by providing access to images in local collections and by increasing the number of unique Queensland images available for online access by the general public.

2. Purpose of Schedule 1

Schedule 1:

- describes the services being offered by the State Library;
- where applicable, describes the options available for each service;
- details the roles and responsibilities of both Parties to this Agreement.

Service options acknowledge the wide range of experience, knowledge and skills in digitisation held by Contributors and the varying levels of information communications and technology management and infrastructure available to Contributors.

Where the Contributor can choose between service options, then the Contributor must discuss the options with the State Library's representative before indicating their option and returning the Schedule with the signed Agreement to the State Library.

The State Library will provide training in Picture Queensland standards and procedures. OPAL will fund training for Queensland public library staff. Training costs will be negotiated with other contributors.

3. Summary of Picture Queensland products and services

3.1 Master image files

The Contributor creates master image files for Picture Queensland.

3.2 Metadata records

The Contributor creates the metadata records that describe the images by either indexing into the web forms provided by the State Library or by indexing into their local library management system and transferring to the State Library.

3.3 Low resolution JPEG files for online access

Low resolution JPEG files are created for online delivery via the internet. Derivatives include a thumbnail image and a larger image for ease of viewing. Derivatives may be created by the State Library or by the Contributor.

3.4 Other services

For each of the three products above, the State Library offers the following services:

- a) assistance with selection;
- b) standards and guidelines framework;
- c) procedures and assistance with acquisition/transfer, ie., copying or harvesting by the State Library;
- d) hosting by the State Library on servers that allow online search and access;
- e) long term storage on the State Library's servers;
- f) quality assurance;

- g) central image ordering
- h) marketing and promotion;
- i) website management;
- j) database management;
- k) project management.

4. Detailed description of products, services and service options

4.1 Master image files

Master image files are preservation/archival quality files. They are created by the Contributor. They may be stored locally or forwarded to the State Library for long term storage and/or the creation of derivative low resolution files for web access.

4.1.1 Selection of images

The Contributor selects images from their local collections. Although collection development and selection criteria for digitisation is a local activity, the following principles should be considered when selecting images:

- unique to Picture Queensland;
- significant historical research value; and/or
- high public interest or local relevance.

The State Library can provide advice and guidance on selecting images. A sample collection development policy is available on the Picture Queensland website at <http://www.pictureqld.slq.qld.gov.au/documents/>

The Contributor must ensure that selected images are copyright free or that the Contributor is the sole owner of the copyright in selected images or that the Contributor is licensed or authorised to grant the rights that the Contributor offers in the images selected for inclusion in Picture Queensland.

4.1.2 Creation of master image files

The State Library is committed to ensuring long term access to digital images so preserving quality images is a major component of the Picture Queensland project. By requiring preservation quality scans the State Library assists contributing organisations to protect their investment in digitisation.

Master image files must be scanned or otherwise captured digitally, at a quality that ensures the digital files can be preserved for long term archival purposes. Master image files must meet the technical requirements detailed in *Picture Queensland standard for image capture and format*, available from the Picture Queensland resources web page - <http://www.pictureqld.slq.qld.gov.au/home/resources>

The file naming conventions detailed in the *Picture Queensland standard for image capture and format* should be followed unless the Contributor wishes to retain a local file naming convention. Using local file naming conventions must be negotiated with State Library's representative.



Service option 4.1.2: The Contributor will:

- use the default file naming conventions detailed in the *Picture Queensland standard for image capture and format*.
- use a local file naming convention.

4.1.3 Transfer of master image files to the State Library

The Contributor will deliver a copy of the master image files to the State Library either on cdrom, dvd, flash drive or ftp. The first batch of images that the Contributor delivers to the State Library will consist of 10 images which will be quality checked against the *Picture Queensland standard for image capture and format*. Subsequent files will be delivered in batches of no less than 50 images.

NOTE: The transfer of these files is not relevant to Contributors who store their master image files locally AND who create, host and store their own low resolution JPEG images.

4.1.4 Storage

The State Library will store and manage the Contributor's master image files for the fee detailed in Schedule 2. Files will be checked regularly for data integrity. Corrupted files will be recovered, where possible from backup tapes. Where backups are not available, the State Library will request that the image be rescanned or recaptured.

Contributors who store and manage their own master image files should confirm their preservation strategies with State Library's representative.



Service option 4.1.4: The Contributor will:

- store their master image files on the State Library's servers.
- store their master image files on their local servers.

4.1.5 Quality assurance for master image files stored on State Library's server

The State Library quality checks a minimum of 10% of master image files to ensure compliance with preservation standards. Advice and guidance will be provided to the Contributor who will rescan or recapture files that do not meet the standards.

4.1.6 Central image ordering

The State Library provides a central image ordering service to receive, process and fill orders for reproductions of Picture Queensland images from the general public. Contributors who store master image files on the State Library's servers may choose to participate in this central image ordering service. The State Library offers this service for images that are copyright free or for whom the Contributor has reproduction rights. Reproductions will be provided to the general public as a digital file on cdrom or as hardcopy prints (A4 or A3 on glossy paper).

No income is generated by the State Library from this service. It is cost recovery only.

Contributors wishing to participate in the central image ordering service should confirm with State Library's representative.



Service option 4.1.6: The Contributor will:

- participate in the central image ordering service allowing the State Library to fill public orders for those Contributor's images that are copyright free or for which the Contributor manages copyright.
- not participate in the central image ordering service.

4.2 Low resolution JPEG files for internet access

Low resolution JPEG files are created from the master image files for online access by members of the public. While lower in image quality, these web images are satisfactory for web delivery and can be quickly downloaded.

4.2.1 Creation of low resolution JPEG files

The resolution of low resolution JPEG files is detailed in *Picture Queensland standard for image capture and format*, available from the Picture Queensland resources web page - <http://www.pictureqld.slq.qld.gov.au/home/resources>

The State Library creates three low resolution derivative JPEG files from each master image file that it stores for the Contributor. Note that the State Library creates low resolution JPEG files only for those Contributors who store their master image files on the Picture Queensland server.

Contributors that choose to create their own low resolution JPEG files and host locally should confirm with State Library's representative before this Agreement is forwarded to the State Library.



Service option 4.2.1:

- The State Library will create the Contributor's low resolution JPEG images.
- The Contributor will create their derivative images.

4.2.2 Storing and hosting low resolution JPEG files

State Library stores derivative files for the fee specified in Schedule 2.

Contributors who store and manage their low resolution JPEG files locally must discuss with State Library's representative before this Agreement is forwarded to the State Library.

All Contributors must ensure that they provide the correct url (in their metadata record) to link to the JPEG image. If this url is incorrect, Picture Queensland clients cannot link to the digital image.



Service option 4.2.2:

- The State Library will store and host the Contributor's low resolution JPEG files.
- The Contributor will store and host their low resolution JPEG files.

4.3 Metadata records

Metadata records are index or catalogue records that describe the images.

4.3.1 Creation of metadata records

Images must be described/indexed/catalogued at a high quality to allow for maximum discovery by online clients. The State Library uses the Dublin Core metadata scheme to describe images. The guidelines for applying the Dublin Core scheme are detailed in *Guidelines for cataloguing images using the Picture Queensland web form*, available from the Picture Queensland resources web page - <http://pictureqld.slq.qld.gov.au/home/resources>

Metadata records can be created directly in Picture Queensland using Picture Queensland web forms or they can be created in the local library management system (or other database).

Contributors who create metadata records in a local library management system (or other database) using other metadata schemes (eg MARC), should confirm their indexing options with State Library's representative before this Agreement is signed and returned to the State Library.



Service option 4.3.1: The Contributor creates metadata records:

- using the Picture Queensland web forms.
- using their local database.

4.3.2 Transfer of metadata records to State Library

All metadata records created in local databases or library management systems must be transferred to the State Library's server so that the general public can search and browse the Picture Queensland database.

NOTE: The transfer of metadata records applies only to those Contributors who index metadata records in their own local database. Metadata records from contributors who use the Picture Queensland web forms are immediately transferred to the State Library's server.

The Contributor must confirm with State Library's representative, the method by which the Contributor will transfer their records to the State Library (export/import, web harvest, etc.). State Library's representative will discuss issues such as timelines, mappings, updating schedule, go live date.

Schedule 2 details a fee of \$80 per hour (up to a maximum fee of \$500) for the State Library staff to import, map and load metadata records into Picture Queensland.

4.3.3 Storing metadata files on the State Library's server

Metadata files are stored on the State Library's server for the fee specified in Schedule 2.

4.3.4 Quality assurance of metadata records

The State Library quality checks a minimum of 10% of metadata records to ensure compliance with standards and guidelines. Advice and guidance is available from the State Library's representative.

The Contributor will:

- correct metadata records that do not comply with standards.
- ensure that records contain the correct url to link to the digital image file.

The State Library may remove records from public display if they contain broken links to image files.

4.4 Standards framework

The State Library manages and maintains the framework of standards and guidelines that underpin the Picture Queensland digital image collection. This framework preserves the State's cultural heritage resources for use by current and future clients.

Contributors will be invited to comment on the standards and guidelines. Any changes will be communicated to the Contributor to allow adequate time to implement changes.

4.5 Support services

4.5.1 Enquiry service

The State Library will provide an enquiry service to provide assistance and advice to the Contributor on issues pertaining to digitization and the Picture Queensland service.

The support and enquiry service is geared primarily to deal with email enquiries. Telephone enquiries are dealt with on a best efforts basis.

4.6.2 Mailing list service

The State Library provides a mailing list to disseminate information and to provide a forum for discussion on issues pertaining to digitising images and the technical and managerial aspects associated with digitisation projects.

4.6 Marketing and promotion services

The State Library and the Contributor will promote and market Picture Queensland by:

- a) including mention of Picture Queensland and PictureAustralia in any promotional activity about the digital image collection;
- b) if applicable, mention the funding and subsidised services contributed by the State Government through the State Library's OPAL (Online Public Access in Libraries) project;
- c) provide a link from the Contributor's website to Picture Queensland website;
- d) provide information about the local image collection to State Library's representative for inclusion on the Picture Queensland website;
- e) provide a digital version of the Contributor's logo to State Library's representative for inclusion on the Picture Queensland website.

The State Library will provide a marketing and promotion toolkit for the continued promotion and marketing of Picture Queensland. The toolkit has been developed to meet the requirements of State Library's communications and marketing strategy.

4.7 Picture Queensland website management

The State Library provides, supports and manages the Picture Queensland website which will include:

- a) an "About" section – an introduction to the scope and nature of Picture Queensland;
- b) help and guidance on how to find images in Picture Queensland;
- c) information about the local image collections of each of the contributors including links to the contributors' websites;
- d) a client feedback, "your say" option providing clients the opportunity to comment on the service and on individual images. Feedback received by the State Library will be forwarded to the Contributor as appropriate.

4.8 Picture Queensland database administration and management

The State Library provides, administers and manages the day-to-day running of the hardware and software required for the Picture Queensland service. The State Library will make every effort to ensure that Picture Queensland is continuously available. Services include:

- a) hosting the server, data and application;
- b) database administration;
- c) maintaining security of data and systems;
- d) backup and continuity;
- e) management and IT infrastructure to support the delivery of the Picture Queensland service.

5. Summary of roles and responsibilities

Service Task/Activity	SLQ	Contributor
Master image files		
Select a minimum of 150 images from the local image collection		✓
Warrant that an image is copyright free or that it is the sole owner of the copyright in an image or that it is licensed or authorised to grant the rights that it offers in an image contributed to Picture Queensland.		✓
Create master image files to the specified standards and file naming conventions.		✓
Transfer of the master files to the State Library – an initial batch of 10 images for quality checking. Subsequent files delivered in batches of no less than 50 images.		✓
Store and manage the master image files. (Usually the State Library unless indicated in the service option.)	✓	
Quality assurance.	✓	✓
Central image ordering service	✓	

Service Task/Activity	SLQ	Contributor
Low resolution JPEG files		
Create low resolution JPEG files. (Usually the State Library unless indicated in the service option.)	✓	
Host records. (Usually the State Library unless indicated in the service option.)	✓	
Store the low resolution JPEG files.	✓	
Quality assurance.	✓	✓
Metadata records		
Create metadata records to the specified standards ensuring that the metadata record links to the low resolution JPEG files.		✓
Transfer to the State Library (applies only to Contributors creating their metadata records in their local database).	✓	✓
Store and manage the metadata records.	✓	✓
Quality assurance.	✓	✓
Standards framework		
Manage and maintain the framework of standards and guidelines.	✓	
Support services		
Provide email based enquiry service.	✓	
Manage mailing list service.	✓	
Training services		
Provide training events.	✓	
Marketing and promotion		
Marketing and promote the Picture Queensland and PictureAustralia service.	✓	✓
Provide a marketing toolkit.	✓	
Provide information to the State Library about the local image collection.		✓
Provide the Contributor's logo for the Picture Queensland website.		✓
Create feature "article" about each contributor on the Picture Queensland website.	✓	
Provide a link to Picture Queensland website.		✓
Website management		
Manage, develop and maintain the Picture Queensland website.	✓	
Dababase administration and management		

Service Task/Activity	SLQ	Contributor
Administer and manage the Picture Queensland servers, applications and network.	✓	

7. Reporting

The State Library will make a biannual report to Contributors. The report will include:

- Number of Contributor's metadata records stored on the State Library's servers.
- Number of Contributor's metadata records available in Picture Queensland.
- Number of Contributor's metadata records available in PictureAustralia.
- Number of Contributor's metadata records requiring amendment following quality checking.
- Total number of MB stored on State Library's servers for Contributor's digital image files.
- Number of Contributor's images ordered by clients through the central image ordering service (if applicable).
- Number of Contributor's digital images requiring amendment following quality checking.
- Number of clients commenting on the Contributor's images. Individual comments will be forwarded to the Contributor as received.
- Number of times the Contributor's metadata records and images have been viewed
- Number of PictureAustralia referrals through to Picture Queensland
- Number of support enquiries.
- Number of Contributor's metadata records requiring amendment following quality checking.

The State Library will also provide a brief report on Picture Queensland activities during the preceding six months.

Contributors will have the opportunity to report at the Picture Queensland annual meeting.

SCHEDULE 2 - FEES AND CHARGES

1. The fees and charges consist of:
- annual membership fee
 - annual charge for file storage – image files and metadata records
 - additional fee of \$80/hr (on quotation and up to a maximum fee of \$500) for Contributors who index into local databases and for whom State Library staff may import/harvest, map and load metadata records into Picture Queensland.

Charge item	Type of contributor	Charge rate	Description
Annual membership	TIER 1 <ul style="list-style-type: none"> Queensland public libraries serving Local Governments with populations under 20,000 Queensland historical societies Queensland regional museums 	\$250	<ul style="list-style-type: none"> Charged annually First year membership waived for Queensland public libraries Includes managing, developing and maintaining the Picture Queensland servers, applications, networks and website. Includes database system administration, application system administration, Service Desk support.
	TIER 2 <ul style="list-style-type: none"> Queensland public libraries serving Local Governments with populations over 20,000 	\$500	
	TIER 3 <ul style="list-style-type: none"> Queensland government departments or agencies Companies or commercial enterprises 	\$1,000	
Storage fee for image files	All contributors	Initial cost: \$0.039/MB Annual recurring cost: \$0.0115/MB	<ul style="list-style-type: none"> Calculated annually based on total MB stored on State Library servers. Includes storage, maintenance, data integrity checks, backup & recovery.
Storage fee for metadata records	All contributors	\$0.15/record	<ul style="list-style-type: none"> Calculated annually based on total number of records stored on State Library servers. Includes storage, maintenance, data integrity checks, backup & recovery.
“On Request” support	All contributors	\$80.00/hour	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> Importing, mapping, loading metadata records

2. Waiving of membership fees

Membership fees are waived for Queensland public libraries for the first year of membership. During the first year, membership for Queensland public libraries is wholly subsidised by OPAL funding.

Storage fees will be charged in year one.

3. Payment schedule

Fees will be charged on the 1 April each year on a pro rata basis. Storage fees will be calculated on:

- the total MB for image files stored on State Library's server on 1 March each year;
- the total number of metadata records stored on State Library's server on 1 March each year.

SCHEDULE 3 - CONTACT INFORMATION

Contacts for the administration of this Agreement and the provision of the services specified in the Schedules.

- The State Library**

Contact name	Contact details	Position	Type of enquiries
Gavin Bannerman	3840 7436 gavin.bannerman@slq.qld.gov.au	Project Officer	<ul style="list-style-type: none"> • Training and support • Quality assurance • Transfer metadata records • Day-to-day operations • File names
Anna Raunik	3840 7828 anna.raunik@slq.qld.gov.au	Director, Resource Discovery Unit	<ul style="list-style-type: none"> • Management & administration of this Agreement • Fees and charges

- The Contributor**

Contact name	Contact details	Position	
		Project Contact	<ul style="list-style-type: none"> • Primary contact for all project communication
		Library Manager	

Approved Officers for signing and receiving notices

- The State Library**

Anna Raunik
Executive Manager, Resource Discovery Unit
State Library of Queensland
PO Box 3488
South Brisbane QLD 4101

p: 3840 7828
e: <mailto:anna.raunik@slq.qld.gov.au>

- The Contributor**