



Participation in SCRLC's Digitization Program Policy

- Participation in SCRLC's Digitization Program includes digitization-related consultations and training, the ability to apply for SCRLC grant funding, and the addition and hosting of items in New York Heritage Digital Collections (NYH), New York State Historic Newspapers (NYSHN), and the Empire Archival Discovery Cooperative (EmpireADC).
- Members must agree to adhere to the policies of any of those programs and services in which they participate.
- To participate in SCRLC's Digitization Program, affiliate membership is required for historical societies and cultural institutions that do not qualify for full membership.
- Affiliate membership is also required for members of public or school library systems to directly participate; otherwise, items are added under the name of their library system and through a representative of their library system.
- Affiliate members, though not voting members, can participate in the Digitization Program with the same benefits as Full Members.
- Benefits of participating in the program for both Full and Affiliate members include:
 - Access to consulting, training, managing, and uploading services totalling approximately 15 hours per year (onsite or virtually).
 - Ability to apply for grant funding from SCRLC to support a local digitizing project.
 - Borrowing available equipment for use at their site.
 - Using available equipment at the SCRLC office.
 - Free training sessions.
 - Having items hosted in New York Heritage, New York State Historic Newspapers and the Empire Archival Discovery Cooperative.
 - Having collection materials marketed at the regional level, including content participation (and citation) in digital exhibits, HistoryUnbound, and any SCRLC-led presentations to librarians, educators, students, and the public.
 - Having SCRLC staff manage participants' digital assets on the CONTENTdm™ hosting platform.
- All members are required to abide by the standards, protocols, and other policies determined by SCRLC when participating in SCRLC's Digitization Program.
- All members are expected to make their digital assets publicly available in NYH, NYSHN, and/or EmpireADC, though some use restrictions may be permitted.
- If a NYH participant leaves SCRLC or no longer wishes to participate, SCRLC may continue to host the digital collections if the Board determines that the materials still have a value to the public.