

Memorandum of Understanding (MoU) between Partner and Rutgers University
Libraries (“RUL”)

1 Purpose and Scope

RUL provides server installations of WordPress and Omeka for scholarly projects, including but not limited to:

- course-related blogs
- digital exhibits
- research projects

The Partner’s project site is public by default (URL is publicly accessible on the Internet). NetID credentials are used to authenticate the connection to the project site. Themes and plugins, which extend the appearance and functionality of the site, may be requested and approved on an ad hoc basis after review by RUL Integrated Information Systems staff.

2 Partner’s Responsibilities under this MoU

- Partner is responsible for development of site content.
 - For help getting started using WordPress, please consult the [WordPress for Beginners](#) section of the WordPress Codex.
 - For help in Omeka, Miriam Posner’s tutorials on the Programming Historian are an excellent starting point: [Up and Running with Omeka](#); [Creating an Omeka Exhibit](#).
- Partner abides by copyright law. The RUL Copyright Website at www.libraries.rutgers.edu/copyright provides information on copyright and academic fair use.
- Partner abides by the [Family Educational Rights and Privacy Act of 1974](#) (FERPA) by informing student authors of their rights.
 - For questions about FERPA, contact the Office of Enterprise Risk Management, Ethics and Compliance at ferparu@rutgers.edu, (973) 972-8093, or visit their [website](#).
 - Cathy Davidson provides a model FERPA waiver for student participation on the [HASTAC blog](#).

3 RUL's Responsibilities under this MoU

- RUL hosts the project site, and installs vetted themes and plugins.
- RUL adds and removes site users, preferentially using their netIDs.
- RUL monitors network security and is responsible for server maintenance, including updates to the application software.
- RUL performs regular backups of project site applications and data.

4 Persistence of Project

Unless prior arrangements are made, sites that have been inactive for a period of six or more months will be archived. The Partner can request an archived version of their website at the conclusion of the project.

5 Effective Date and Signature

The Partner and RUL indicate agreement with this MoU by their signatures.

RUL Representative

Date

Partner

Date