Memorandum of Understanding
FADIS Phase One
between
University of Toronto Libraries and ____________________________

Purpose:
This agreement outlines the partnership between the University of Toronto Libraries and ____________________________ to develop the current version of the Fine Art Digital Imaging System (FADIS) project to function in a shared environment.

Phase I, to be initiated in ________________, will involve developing a shared collection of digital images to support the private study, research, criticism, and review requirements of faculty and students at the ________________. Phase II is scheduled for ________________ and will consist of extending access to FADIS to other departments at the ________________ while continuing to digitize and load images to support the private study, research, criticism, and review requirements of faculty and students at the ________________.

Project Scope:
1. Build a partnership to develop the existing FADIS to function in a shared environment; to share images, resources and expertise.
2. Continue to develop FADIS for and in response to the private study, research, criticism, and review needs of students and faculty at both institutions.
3. Share expertise for the purpose of continuing to develop guidelines for the selection and acquisition of new content that will reside in the shared repository of images.
4. Establish guidelines for access to shared content.
5. Ensure the continued accessibility (both onsite and remote) to electronic images and other audiovisual formats.
6. Continue to develop procedures for loading new and existing digital collections.
7. Monitor adherence to metadata standards. Continue to build ease of input/loading.
8. Share expertise with the FADIS working group for the development of best practices in order to develop controlled vocabulary and quality standards for image and metadata, as well as to improve existing data.

FADIS team:
1. U of T – G. Belray, Information Architect and Imaging System Administrator, Information Technology Services/Fine Art Dept Robarts Library; Peggy Haist, Image Curator, Dept of Fine Art; Tammy Moorse, Visual Resources Librarian, Centre for Visual and Media Culture, University of Toronto Mississauga; U of W – A. Lauder, Digital Imaging Resources Administrator; Heather Glerum, UTSC.
2. ____________________________________________
   ____________________________________________
Role of U of T:
∞ Enable full administrative access to FADIS for ________________
∞ Respond to and develop FADIS according to test plan to be developed with _________________.

Role of U of W:
∞ Purchase required equipment to run FADIS software as well as software required for scanning.
∞ Implement Phase I according to test plan to be developed with U of T.
∞ Select participants for Phase I (to manage new accounts, provide support for faculty & students, monitor quality control of the digitization of images and metadata).

Timeline:
Phase I will start in October 2006 and will run for a period of 10 months.

Archiving:
∞ Images contributed to the shared portion of the FADIS database will remain the property of the FADIS project and may not be withdrawn by the contributing institution upon termination of the memorandum of understanding. The contributing institution is entitled to one copy of all images contributed to the shared portion of the FADIS database.

Financial requirements:
∞ ___________ equipment requirements will be purchased by ___________ (e.g., digital camera).
∞ Additional resources may be required as Phase II plan is developed (equipment, training, travel).

Approval:
Signed: ________________________ Signed: ________________________

Date: ________________________ Date: ________________________