Colorado School of Mines Digital Repository Services Form
For University Departments, Research Centers, Administrative and Other Groups, and Faculty
March, 2013

The Colorado School of Mines, Arthur Lakes Library, has benefited for many years from an ongoing relationship with Colorado State University. One of the products of this relationship is membership in the "Digital Collections of Colorado" ("DCC"). The DCC provides storage, preservation and access to digital objects owned by member institutions. A digital object may be text, image, audio, video, statistical data, or any other material in digital format ("Digital Asset").

Within the larger context of the missions of the Colorado School of Mines and the Arthur Lakes Library, the Library has established the Colorado School of Mines Digital Repository. The mission of the Repository is to collect, record, and provide permanent open online access to Digital Assets inherent to the research, information, and educational mission of the University. The Digital Repository serves as a standards-based repository and infrastructure supporting a diverse set of applications, services, and discovery tools that offer long-term management, secure storage, preservation solutions, and open access to Digital Assets of enduring value.

The Arthur Lakes Library is dedicated to maintaining and managing Digital Assets in the Repository for the use and benefit of current and future generations. By execution of this form, the depositor (faculty member and/or University department/unit) of Digital Assets ("Depositor") likewise commits to the management and maintenance of Digital Assets for the use and benefit of current and future generations.

The "Colorado School of Mines Digital Repository Policies and Services" shall govern the deposit of Digital Assets in the Mines Digital Repository and is incorporated herein by this reference.

Project Management

Each deposit of Digital Assets shall be managed on a per project basis by a Community Administrator, under the guidance of the Repository Administrator. Once identified and empowered, the Community Administrator and (if exigent) Collection Curator will be responsible for working with the Repository Administrator to deposit and manage the Digital Assets in their Collection.

Project Information

Name of Project:

Description of Project:

Expected Formats (texts, images, videos, statistical data, etc.) and estimated storage requirements:

Name of Primary Contact Person and other Responsible Parties:

Name/Role	Phone	Email

Signature of Depositor: _____

Printed Name: _____

Date: _____

Signature of Library Representative: _____

Printed Name: _____

Date: _____