Memorandum of Understanding
Re: Journal Hosting Services through Libraries and Cultural Resources at the University of Calgary

Between Libraries and Cultural Resources and _________________________________________________ (“Publisher”) of the journal, ______________________________________________________________________________ (the “Journal”)

The parties agree as follows:

(a) Libraries and Cultural Resources will:
   • Set up and maintain virtual machines hosting the Open Journals Systems (OJS) software for each journal title, providing security and accounts for Publisher to populate journal content but retaining the sole Site Administrator role and file level access to hosting servers;
   • Enroll one person (who will be the main contact) from the Publisher as Journal Manager who will then be responsible for assigning all other roles;
   • Provide initial training to Publishers as required and consultations as necessary;
   • Make every effort to support 24/7 access to e-journal content, with appropriate advance notice for regular maintenance and updates in the event of hardware/software problems;
   • Keep the OJS software up to date with new versions, as appropriate, limiting changes to ensure compatibility;
   • Provide the Publisher with hosting services at a nominal cost as agreed upon by the parties;
   • Provide access to the contents of the journal for so long as the resource is hosted on University of Calgary servers;
   • Archive the material to the current standard of preservation best practice at University of Calgary for so long as the resource is hosted on University of Calgary servers.
   • Send occasional emails to contacts for the journals hosted to provide maintenance alerts and/or best practice information.

(b) The Publisher will:
   • Provide the name and contact information of one person who will be the main contact with the University and act as the initial Journal Manager. That person will thereafter be responsible for assigning all other roles. If the main contact person is to change, a person with authority to represent the Publisher must provide that direction to the University of Calgary in writing;
   • Be responsible for creating and updating the content in journals added to the OJS platform, publishing at least one issue or 4 articles within the first 12 months of site setup and then every year thereafter;
   • Grant University of Calgary the right to transfer content (without changing it), to any medium or format necessary for the purpose of preservation;
   • Agree that the University of Calgary is not responsible for damages, costs or losses of data including, but not limited to, hardware breakdown, software upgrades or network outages;
   • Take full responsibility for the content and dissemination of the journal’s content, indemnifying the University of Calgary against any legal action with regard to content.
   • Inform University of Calgary if they acquire an external domain name they wish to be their primary domain name.
   • Agree to receive occasional emails that provide maintenance alerts and/or best practice information from the University of Calgary.

(c) Both parties will:
   • Mutually agree to provide six (6) months written notice if either wishes to discontinue this arrangement.

With the exception of the provisions concerning cessation of services and liability, the provisions included in this Memorandum of Understanding are not legally binding on either party.

Signature
(Individual authorized to sign on behalf of University of Calgary)

Kathryn Ruddock
Name (please print)

TFDL 330C, 2500 University Dr NW
Address

403-220-7215, kmerani@ucalgary.ca
Telephone number and Email address

Date

Signature
(Individual authorized to sign on behalf of Publisher)

Name (please print)

Address

Telephone number and Email address

Main Contact (if different than above) – Telephone number and Email address