Digital Repository of Ireland
Taisclann Dhigiteach na hÉireann

Policy number: PP 18.1
26ᵗʰ November 2014

DRI Membership Policy

1. The current membership period extends until the current project completion date (September 2015)

2. Membership is currently free of charge until the project completion date (Sept 2015)
    Note that DRI is currently investigating a reasonably costed membership model as part of our sustainability plan.

3. Membership benefits include:
    - Preservation of data by the Repository (upto certain storage constraints) until project completion date
    - Publication and dissemination (as appropriate) of data facilitated by the Repository until project completion date
    - Provision of search across all the collections within the Repository
    - Provision of tools with which to visualize and analyze the data
    - Priority access to any training courses or workshops facilitated to DRI

4. Members must
    - Ensure that the digital objects deposited meet the Repository documented standards (including but not limited to those pertaining to licensing, metadata and formats).
    - Abide by the Organisational Manager, Deposit agreements and all other DRI agreements.

5. Eligibility for Membership is envisaged to include
    - Research Performing Organisations
    - Institutions, organisations and digital archives who hold humanities and social science data.

6. The benefits of membership (including on-going preservation) extend only for periods of active membership.

7. If DRI ceases as a live repository, content will be returned to the owner in the same (or enhanced) quality as it was received. Quality of content is defined as the level of data integrity and accessibility.

Notes and Definitions:

- DRI addresses digital data only.
- Data may refer to digital objects and their metadata, or solely metadata.
- DRI Digital Preservation means that digital content is maintained by DRI to the same quality as it was received for as long as DRI is maintained as a live repository.

Procedure for adding new members

1. All new DRI members must be approved by the DRI Management team (CIT)

2. Membership applications will be reviewed by the DRI management team (CIT) to determine acceptance/non-acceptance.

3. A DRI Principal Investigator (PI) proposes an organisation for membership of DRI using the form below.

For CIT Approval on [DATE OF CIT MEETING]
PROPOSAL
1. Legal Name of Organisation being proposed:
2. Nature of Institution/Department/Project and type of data held
3. Name of person being proposed as Organisational Manager
4. Email address of person being proposed:
5. Current Role within Organisation:
6. Name of PI making proposal:
7. Name of DRI Oragnisational Liasion*:
8. <u>Supporting Statement</u>:
9.Date:

* The DRI Liasion will be, in most cases, a member of the DRI Organisational Liasion Working Group.

Following approval by the DRI Management team (CIT) the process is as follows:

4. DRI Director and the proposed Organsiational Manager sign the Organisational Manager Agreement.

5. The Organisational Manager details are recorded in the DRI Business Records.

6. The DRI director instructs the DRI Systems Administrator to grant Organisational Manager permissions in the system to the new Organisational Manager.