DATA CURATION NETWORK

Data Curation Network
Based at the University Libraries
University of Minnesota
Minneapolis, MN 55455

Ethical. Reusable. Better.

To: NAME
{INSTITUTION}
Address 1
Address 2
City, State, ZIP

Subject: **Invitation for {INSTITUTION} to Join the the Data Curation Network as part of the Realities of Academic Data Sharing Initiative**

The Data Curation Network (DCN) is a community-led network of curators advancing open research by making data more ethical, reusable, and understandable. As part of the IMLS-funded Realities of Academic Data Sharing (RADS) Initiative, a collaboration between the Association of Research Libraries (ARL) and the DCN, we are delighted to invite the {INSTITUTION} to join the DCN for a **two-year no cost membership**.

The benefits of joining the DCN are:

- Complementary institutional membership into the Data Curation Network, from approximately September 1, 2024 to August 31, 2026.
  - DCN membership is typically composed of one representative and up to two additional library staff.
- Financial support for cohort participants to attend in-person events, including the DCN 2025 and 2026 All Hands Meetings, the project kick-off meeting, and one national conference.
- Dedicated time from a DCN staff member to support local research data management and sharing services, such as support for training and education for library staff and the evaluation and scoping of local research data management and sharing services.

No monetary fees are contributed during this transition period, which runs from approximately September 1, 2024, until August 31, 2026. There are no expectations of long-term involvement or continued membership after the two year period. Individual staff contributions to the project, anticipated to be between 5 and 8% of time, will consist solely of effort, including active participation in shaping the DCN's future direction through involvement in DCN committees, Governance Board members (as non-voting members), and other DCN community building efforts.

Sincerely,

Mikala Narlock
Director, Data Curation Network

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is effective as of [DATE] between the Data Curation Network, based at the University of Minnesota, hereafter "DCN," and the {INSTITUTION}, hereafter "Member."

1. Member will join the Data Curation Network in the current membership cycle, and shall receive the membership benefits entitled to that of a Sustainer Institution with the exception of voting permissions. Member shall comply with all terms of membership provided below. Membership runs from approximately September 1, 2024 to August 31, 2026. Member can elect to renew this membership following the two year period, but would join as a paying member.

2. Each party agrees that it will not, without prior written consent of the other, in each instance use in publication, presentation, advertising or publicity, or other similar promotional material the name, or logo or symbol, or other registration, trademark or servicemark of the other.

3. The DCN may terminate this Agreement for Member's failure to comply with applicable membership terms and conditions, including following the DCN's Code of Conduct. The DCN will provide Members the opportunity to remedy any issues prior to enforcement of termination.

4. Member will agree to the following terms:
   a. Nominate one (1) institutional representative for all DCN activities. Their responsibilities may include:
      i. Participate in regular DCN Governance Board Meetings as a non-voting member.
      ii. Represent their local institution at annual DCN All-Hands Meetings in 2025 and 2026.
      iii. Serve as the primary point of contact for all DCN communications and respond to questions in a timely way.
   b. Nominate up to two (2) additional institutional curators. Their responsibilities include:
      i. Participate in regular (virtual) check-in meetings with DCN Curators and serve on DCN Committees.
      ii. Contribute to a knowledge base of curation procedures, standards, and frequently asked questions or situations with guidance on how to address them.
      iii. Take necessary actions to curate data assigned to them, according to DCN procedures and standards of practice.
      iv. Track progress in the shared tracking tool and remain in close communication with DCN staff.
      v. Share honest feedback about their experiences working in the DCN to help further develop membership, governance and other aspects of the DCN and its operations.