

# Module 1: Introduction

## About dLOC, Primary Contacts, and Organizational Structure

### About

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The Digital Library of the Caribbean (dLOC) is a cooperative of partners within the Caribbean and circum-Caribbean that provides users with access to Caribbean cultural, historical and research materials held in archives, libraries, and private collections. dLOC comprises collections that speak to the similarities and differences in histories, cultures, languages and governmental systems. Types of collections include but are not limited to: newspapers, archives of Caribbean leaders and governments, official documents, documentation and numeric data for ecosystems, scientific scholarship, historic and contemporary maps, oral and popular histories, travel accounts, literature and poetry, musical expressions, and artifacts.

dLOC has become a premier international collection of Caribbean research resources. Established in 2004, dLOC has grown from the initial nine partners to more the twenty. dLOC is a content-contributing partner organization and all materials in dLOC will remain freely and fully available as open access. dLOC builds capacity in the region to support digitization and preservation to provide access to their holdings locally and internationally. As of August 2011, the collection consisted of more than 10,000 titles and 1.5 million pages of content and registers over 500,000 hits per month.

dLOC's diverse partners serve an international community of scholars, students, and citizens by working together to provide enhanced electronic access to cultural, historical, legal, governmental, and research materials in a common web space with a multilingual interface.

## Primary Contact Information

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## Organizational Structure

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dLOC is comprised of educational, research, governmental and non-governmental institutions aligned for the purpose of facilitating efficient access to electronic collections about the Caribbean.

dLOC's governance structure allows project partners to retain their individual identities while contributing to a greater digital library initiative. With official policies described in the dLOC Bylaws, dLOC is governed by an Executive Committee which oversees all project activities, a Scholarly Advisory Board which provides guidance to the Executive Committee, and Training and Technology Specialists, all working toward dLOC's continued success and sustainability.

# Selection, Collection Development, Ownership, and Copyright

## Selection

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dLOC respects partner expertise for their collections and trusts partners to select materials that best support the partner and dLOC as a whole. Many partners prioritize their unique materials. Many partners have unique materials about their country and institution. Many partners prioritize materials based on preservation need.

Partners frequently select materials to digitize based on local need to have digital files for:

- Anniversary events (founding of the institution, independence)
- Primary sources and corresponding lesson plans
- Scholar access to fragile materials

dLOC supports all file and material types. This includes, but is not limited to:

- Photographs
- Letters and manuscripts
- Newspapers
- Archival materials
- Official documents
- Maps
- Books
- Music (audio and sheet music)
- Artifacts and museum objects
- Documentation
- Data sets
- Scholarly works
- Theses and dissertations
- Audio files
- Video files
- Lesson plans, syllabi, and other teaching materials
- Exhibits
- Annotated bibliographies
- Catalog records

## Collection Development

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dLOC encourages partners to develop a digital collection plan to ensure that the content is converted into digital format based on its anticipated user demand and its need for digital preservation. Creating a digital collection plan can be an excellent tool in thinking creatively

about local needs for digitized files and how to support those needs as part of a digital collection development strategy.

dLOC also encourages partners to digitize materials that can be developed into thematic or topical digital collections. These are productive for showcasing materials together for use in online exhibits, lesson plans, and promoting digital preservation of additional materials.

See the topical or thematic collections in dLOC: <http://dloc.com/collect>

## Ownership

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Digital resources remain the property of the contributing institution. Nothing in the membership agreement precludes the contributing institution from simultaneously contributing its content to other digital libraries or hosting the content locally.

## Copyright

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Copyright law varies from country to county. Though many of the Caribbean Basin countries are Berne International Copyright Convention signatory nations, it is often difficult to determine which set of laws to apply or what the term of protection may be from one country to another or, for that matter, from one year to another.

The copyright laws of the European Union and the United States represent the Caribbean's most challenging and longest lasting copyright protections. When in doubt it is often a safe bet to apply the laws of those countries. For assistance understanding United States copyright legislation and duration of protections see: Cornell University's Copyright Term and the Public Domain in the United States at

[http://www.copyright.cornell.edu/training/Hirtle\\_Public\\_Domain.htm](http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm)

When an item selected for digitization is scanned in its country of origin, the laws of the country of origin should be understood to apply. However, when an item selected for digitization is scanned away from its country of origin, consider both the laws of the country of origin and the laws of the location from which the digital resource will be made accessible via the Internet and *apply those laws that afford the item the longest protection*. For content providers using the centralized services of the *Digital Library of the Caribbean*, the laws of that location are the laws of the United States. Applying the longest protections may not be to the advantage of archives, libraries and museums, but this policy affords the *Digital Library of the Caribbean* the greatest protection under the international law.

## Resources Protected by Copyright

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Before copyrighted works can be digitized, Internet Distribution Rights must be procured from the copyright holder assuming the work has not passed into the Public Domain. Distribution rights

transfer a privileged use of a copyrighted work rather than the copyright, which remains with the copyright holder.

Note: Publications often include separately copyrighted illustrations. Check illustration credits, verify their copyright status, and seek additional permissions as necessary.

The digitization agency most frequently seeks "*non-exclusive*" "*Internet Distribution Rights*" for an unlimited term. A grant of non-exclusive rights leaves the copyright holder in control of his or her rights as guaranteed under national and international copyright laws and with the ability to grant distribution rights to others. Internet Distribution Rights limit dissemination to the Internet.

If rights to other distribution formats are sought or anticipated, those rights should also be requested with specific mention of the distribution format, e.g., "CD-ROM/DVD Distribution Rights", "Print Distribution Rights", or more broadly, "Electronic Distribution Rights".

## **Appendix: Guide to Requesting Permissions**

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See the *Appendix: Guide to Requesting Permissions* for more on the permissions process, rights and responsibilities, and sample permissions request letter and grant of permissions documents.