

Schedule 3 – Digitisation Services

1. Digitisation Service

1.1 Nature of Service

Under this agreement, the NLA offers the Trove Partner optional digitisation services for text-based source materials at a Trove Partner rate as outlined in Schedule 5.

1.2 Standard Digitisation Service

The Trove Member may, in accordance with paragraph 3, request the NLA to provide the Standard Digitisation Service, which comprises:

- (a) assistance in the identification and sourcing of the best copy of the source material for digital capture;
- (b) transportation of the source material including insurance of material while it is in the NLA's possession or at the premises of an NLA-approved service provider;
- (c) digital capture (i.e. scanning) of the source material;
- (d) optical character recognition (OCR) processing of the source material to support enhanced discovery on Trove;
- (e) quality assurance of the scanned source material and OCR processing;
- (f) enabling discovery of the source material in Trove;
- (g) enabling delivery in Trove;
- (h) enabling long-term access in Trove; and
- (i) promotion of the digitised material.

1.3 Optional Digitisation Services

The Trove Partner may, in accordance with paragraph 3, request the NLA to provide a quote to provide the following Optional Digitisation Services:

- (a) priority service for where the Trove Partner requires content within specific timeframe;
- (b) rights investigation;
- (c) supply of digital files - TIFFs / bookmarked PDFs with OCR if one of the following conditions are met:
 - (i) the Trove Partner is the copyright holder;
 - (ii) the content is out of copyright;
 - (iii) the copyright holder provides permission; or
 - (iv) copyright is unknown or unable to be established following reasonable investigation by the Trove Partner;
- (d) additional (non-NLA standard) technical metadata; and

- (e) customised promotion/launch plan.

2. Effect of digitisation

2.1 Trove Partner acknowledgement

The Trove Partner acknowledges that the NLA will undertake digitisation of source materials on the understanding that:

- (a) the NLA will provide unrestricted public access to the source material through Trove;
- (b) where the source of the content (for instance, the original title) is still in copyright, the Trove Partner must negotiate and document reproduction licence and permission with the copyright owners; and
- (c) the NLA has the right to manage the content for access in whatever way it considers appropriate.

3. Ordering Digitisation Services

3.1 Process

- (a) The Trove Partner may submit a Digitisation RFQ Form to request a quote from the NLA for the provision of the Standard Digitisation Service and the Optional Digitisation Services (if applicable).
- (b) Upon receiving a Digitisation RFQ Form, the NLA will send an email quote to the Trove Partner Contact Person setting out the fee that the NLA will charge to perform the requested Digitisation Service based on:
 - (i) the information provided on the Digitisation RFQ Form by the Trove Partner; and
 - (ii) the fees set out in Schedule 5.
- (c) If Trove Partner accepts the quote provided by the NLA pursuant to paragraph 3.1(b), the NLA will provide the requested Digitisation Service in accordance with the quote and the TCSA.