

# **AILLA Self-Deposit Agreement**

## **for Depositors and Delegates**

In signing this agreement and registering to use the Self-Deposit Tool of the Archive of the Indigenous Languages of Latin America (AILLA), I, \_\_\_\_\_  
(printed name of Depositor / Delegate), agree to follow all Terms of Use of the AILLA Self-Deposit Tool, listed below.

### **Terms of Use of the AILLA Self-Deposit Tool**

#### **The AILLA software and repository:**

- I will scan all of my files for viruses before I upload them to AILLA.
- I will not interfere or attempt to interfere with the proper working of the AILLA software or repository in any way, including but not limited to uploading malware, viruses or any computer codes, files, or programs that are known to have viruses or are intended to disrupt the proper function of any software or hardware or are intended to obtain unauthorized access to any system, data files or other information in the Archive of the Indigenous Languages of Latin America.
- I will not bypass any measures that AILLA may use to prevent or restrict access to the service (e.g., other accounts, restricted media files, computer systems, or networks connected to the service).
- I will follow AILLA's requirements for allowed file formats, which include the following: .wav, .mp3, .mpg, .mpeg, .mov, .mp4, .m4v, .avi, .csv, .eaf, .html, .rtf, .txt, .trs, .xml, .jpg, .jpeg, .png, .tif, .tiff, .pdf (PDF/A only).
- I understand that only PDF/A files may be added to the archive. I will convert all PDF files to PDF/A before I add them to AILLA.
- I understand that media files that have been added to the AILLA repository CANNOT be deleted.
- I understand that media files that exceed the 1GB size limit cannot be added to AILLA using the Self-Deposit Tool software, and that I will need to compress or split files that exceed the 1GB size limit.

#### **AILLA Metadata:**

- I will complete the metadata for all required metadata fields (please see the attached list of required metadata fields), including English and/or Spanish translations.
- I will not leave any required metadata field untranslated (English to Spanish and/or Spanish to English).
- I will complete the metadata for non-required metadata fields in both Spanish and English if I have/know/can discover that metadata.
- I will not add resources or media files without first completing the required metadata.
- I understand that AILLA reserves the right to delete any resource and/or media file that does not have all required metadata and required English/Spanish translations.

**Collection Assessment:**

- I understand that before I upload files to AILLA, I must review my own collection to determine what material is appropriate for the archive, as described in the Self-Deposit Training.
- I will not add the following types of files or materials to AILLA:
  - System files
  - Executable files
  - Out-of-scope materials (e.g., materials that are not in or about an indigenous language or culture of Latin America).
  - Materials that cannot be assigned an access level of 1, 3, or 4 (please see the description of AILLA's Access Levels at <https://ailla.utexas.org/site/depositors/access>).

**Self-Deposit Delegates:**

- If I plan to assign a delegate who will use the AILLA Self-Deposit Tool to add materials to my AILLA collection(s), I will complete the AILLA Self-Deposit Delegate Agreement form, and contact AILLA at [ailla@ailla.utexas.org](mailto:ailla@ailla.utexas.org) to make these arrangements.

I will not hold AILLA or The University of Texas at Austin responsible for, and hereby indemnify them against, any direct, indirect, or consequential harm or loss caused by damage to, loss, or misuse of the materials when I use the AILLA Self-Deposit Tool.

I completed the AILLA Self-Deposit Tool Training on  
Date \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (YYYY-MM-DD)

Check one: \_\_\_\_ on-line / \_\_\_\_ in person at an Archiveathon.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AILLA username (printed):** \_\_\_\_\_

## Required metadata fields

### Collection

- Collection Title [English] / Título de la Colección [Inglés]
- Collection Title [Spanish] / Título de la Colección [Español]
- Collector(s) / Recopiladore(es)
- Depositor(s) / Depositor(es)
- Collection Language(s) / Idioma(s) de la Colección
- Countries / Países
- Description [English] / Descripción [Inglés]
- Description [Spanish] / Descripción [Español]

### Resource

- Title [English] / Título [Inglés]
- Title [Spanish] / Título [Español]
- Contributor(s) / Contribuidor(es)
  - Roles / Papeles
- Subject Languages / Idioma(s) de estudio
- Country / País
- Description [English] / Descripción [Inglés]
- Description [Spanish] / Descripción [Español]
- Language Community / Comunidad del Idioma
- Place Created / Lugar de Creación
- Date Created (YYYY-MM-DD) / Fecha de Creación (AAAA-MM-DD)
- Genres / Géneros

### Media Files

- Entered by / Capturista
- Media Languages / Idiomas de los Medios de Comunicación (this field is NOT required for media that does not contain language, such as photos, silent stimuli videos, etc.)
- Date Created (YYYY-MM-DD) / Fecha de Creación (AAAA-MM-DD)
- Content Type / Tipo de Contenido
- Length / Duración
- Encoding Specifications / Codificación (Audio only)
- Platform / Plataforma (equipment and programs used to create the file)
- Original Medium / Medio Original