

Dear Institution Name

Thank you for helping us to make New Zealand digital content easier to find, share and use.

This letter confirms how we would like to make your metadata and/or content accessible, subject to the Terms of Use (for [DigitalNZ Content Contributors](#) and/or [Shared Repository Users](#)). We want to make sure you are fully informed about what we would like to do.

If you wish to discuss any of these details please don't hesitate to contact us at info@digitalnz.org. We will respond promptly to any of your questions or requests, including after your contribution goes live on the Internet.

### **Sharing content and/or metadata through DigitalNZ**

If you are a Shared Repository User you can change these conditions on a case-by-case basis within the deposit interface under "Optional information".

We **will be** harvesting, copying, hosting and storing your metadata to allow free access to it via the Internet. This means more people will find out that your research outputs exist, and see links to them with other related content (including through [DigitalNZ Search](#)).

You **have** agreed to allow the National Library to produce, cache and make available thumbnails/mini-screenshots where these do not already exist for your content, to help users evaluate relevance and understand context.

We **will** establish and **will maintain** RSS or similar data feed services for your metadata so it can be discovered by more users through other websites and online services.

We **will** enable public API (Application Programming Interface) access to the metadata so that it can be queried, discovered, and connected with other data sources, including in third party applications or by your organisation (subject to the Digital New Zealand [Terms of Use for Developers](#)).

We **will be** allowing free access, viewing and download of your designated Open Access content, via the internet.

By participating in DigitalNZ you will also gain support and guidance on the creation, description, licensing and management of your digital content so that it is easier to find, share and use. Visit <http://makeit.digitalnz.org> for this service.

Depending on your agreement as above, more people will begin accessing your content as the DigitalNZ tools and the API are picked up.

Thank you again for your commitment to making New Zealand's digital content easier to find, share and use with DigitalNZ. We look forward to working with you.

Yours sincerely

Virginia Gow, Content Manager Digital New Zealand

**DIGITALNZ** | How DigitalNZ works  
A-TIHI O AOTEAROA



Much of New Zealand's rich content is hidden or buried. We're working on new ways to create, describe, licence, store, surface & share NZ digital content.