

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND PARTICIPATE IN A REGIONAL DIGITIZATION HUB PROJECT BY THE TENNESSEE STATE LIBRARY AND ARCHIVES

WHEREAS, the city would like to apply for and participate in the Digital Tennessee Local Collection Project by the Tennessee State Library and Archives (TSLA) to digitize the remaining 37 bound volumes of Tennessee Eastman Corporation (TEC) newsletters; and

WHEREAS, the Digital Tennessee Local Collection Project is a digital hub, which includes specialized equipment, to digitize archival materials for Digital Tennessee; and

WHEREAS, TSLA will host these materials at no cost to the city, and the Kingsport Public Library and Archives will provide staff and the materials for this project, and the digital hub at the Holston River Regional Library will provide staff training and equipment

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the Digital TN Local Collection Acknowledgment with Tennessee State Library and Archives for the Digital Tennessee Local Collection Project to digitize the remaining 37 bound volumes of Tennessee Eastman Corporation (TEC) newsletters, is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, the Digital TN Local Collection Acknowledgment with Tennessee State Library and Archives for the Digital Tennessee Local Collection Project, to deliver the agreement and take any and all action as may be required on the part of the city to carry out, give effect to, and consummate the transactions contemplated by the agreement and this resolution as set out below:

**Tennessee State Library and Archives**  
**Department of State**  
State of Tennessee  
1001 Rep. John Lewis Way North  
Nashville, TN 37219  
615-741-7996

**Digital TN Local Collection Acknowledgment**

This document provides the framework under which organizations agree to be bound when using regional digitization hubs.

**I. Eligible Organization**

Anyone wishing to use the regional digitization hubs must be associated with a governmental entity or a not-for-profit organization that holds historically valuable, original, archival materials ("Organization"). The digitization hubs are **not** to be used for digitizing materials that will be held for personal use only. An Organization must complete and submit a project application for review. If approved, Library & Archives staff or regional staff will contact the Organization representative to inform him or her of approval.

Organization recognizes that priority will be given to any entity that agrees to share its content with the Digital Tennessee Community Collection project.

## II. Training, Scheduling, and Use of Equipment

The Library & Archives will provide training on how to use the digitization equipment through the Regional Library Staff. Every individual from an Organization that may use the digitizing equipment must take part in training before using the equipment. An Organization must schedule training with Regional Library Staff before any scheduled time for equipment usage. Although there may be occasions when regional staff will be available to assist with the equipment's use, these will be limited. All approved organizations and their representatives will be expected to scan and handle their digital files independently of Regional library staff.

No outside equipment is allowed to be used in conjunction with Library & Archives equipment. To save digitized materials, Organizations should use only Western Digital external drives or SanDisk flash drives, which must be blank when connected to the digitizing equipment. All personal storage devices (such as thumb drives) must be run through State IT-approved virus-detecting software before being allowed to plug into state-owned equipment.

Organization is responsible for transporting materials to the regional digitization hub.

**Organization recognizes that the Library & Archives is not responsible for any damage to collection materials caused by handling or imaging during the scanning process.**

## III. Use of Equipment

No Organization, individual, or entity may use the digital scanning equipment in any way that would violate any state or federal law, and no Organization, individual, or entity may use the scanning equipment in any way that may violate any third party's right to the material to be scanned, including a third party's copyright. It is the responsibility of the Organization to ensure that its use of the digitizing equipment and its use of material to be digitized complies with applicable law and does not violate any right of a third party.

## IV. Post Digitization Requirements

If Organization wishes to share its digitized materials on the online *Digital Tennessee Community Collections* platform, it will upload a copy of the digital files to staff at the Library & Archives. The Library & Archives will review and publish all metadata associated with shared materials and may alter metadata shared by the Organization in order to conform to Archival industry standards for metadata uniformity. All shared materials must adhere to the TSLA Digital TN Collection Development Policy. Organization recognizes that the Library & Archives has the discretion to accept or to decline to share digital materials for any reason, including that the materials violate the terms outlined in this acknowledgment or that the materials do not fit within the scope of the *Digital Tennessee Collection Development Policy*.

Organizations may not own the copyright for an item, but may be able to legally make the item available if the organization's use of the item is permitted by law. Organizations are wholly responsible for deciding whether and when they are legally able to make materials available and documenting those decisions.

When an Organization owns the copyright in items in their collection, participation in the Digital Tennessee Community Collections platform will be considered a grant of a non-exclusive license to Tennessee State Library & Archives to make any materials available to the public and to exercise any right need for the Tennessee State Library & Archives to advance its mission.

Any material digitized must be part of an original collection

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the agreement set out herein that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 1st day of April, 2025.

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PAUL W. MONTGOMERY, MAYOR

ATTEST:

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ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

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RODNEY B. ROWLETT, III, CITY ATTORNEY