



# Texas State Genealogical Society

## Preservation Capture System Loan Agreement

2028 E Ben White Blvd #240-2700  
Austin, TX 78741 469.431.4629

[www.TxSGS.org](http://www.TxSGS.org)

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The Texas State Genealogical Society (“TxSGS”) (2028 E Ben White Blvd #240-2700, Austin, TX 78741; phone 469.431.4629; email [pcs@txsgs.org](mailto:pcs@txsgs.org)) and the \_\_\_\_\_ Partner Society (“Partner Society”) (Address and contact information here) hereby agree to the use of the Preservation Capture System (“PCS”) by the Partner Society for the digitization and processing of images for placement on the internet for free access by the public.

The Preservation Capture System (PCS) is a state-of-the-art combination of professional camera, rigid stand, studio lighting, and powerful software available for use by TxSGS Partner Societies through an equipment loan grant.

The Partner Society has become a Partner of the Portal to Texas History (UNT) (“the Portal”) or other entity acceptable to TxSGS that will host the captured images online in a format that is free and accessible to the public as identified by the PCS Policies in place at the time of this agreement.

This image hosting entity is: \_\_\_\_\_. (Include address and contact information.)

Documentation confirming this partnership is attached to this agreement.

The Partner Society agrees to digitize, at a minimum, the following record sets:  
(list record sets here)

Documentation confirming that the Partner Society has permission to digitize these record sets for free public access on the internet is attached to this agreement.

Additional record sets may be digitized. Documentation confirming permission to digitize these records must be provided to TxSGS in an addendum to this contract prior to capturing those images.

1. The Texas State Genealogical Society agrees to:

- a. Provide the components for loan as outlined in exhibit 1 of this agreement to the \_\_\_\_\_ Partner Society (“Partner Society”) effective on \_\_\_\_\_ and for a period not to exceed one year.
- b. Train a team of Partner Society members on how to disassemble and reassemble the stand, set up the camera and lights, and operate the camera. This training will take place at the Turner Memorial Library in Grand Prairie or other space designated by TxSGS at a date and time convenient to all involved.
- c. Train one Partner Society member on the digital processing of captured images (including metadata) required to produce images acceptable to the entity contracted for hosting the captured images online.
- d. Limit the liability of the Partner Society to no more than \$300 for loss or damage of equipment.

2. The Partner Society further agrees to:

- a. Maintain its Partner Society membership in TxSGS throughout the period of this loan.
  - b. Designate a member of the Partner Society as the Partner Society PCS Committee Chair.
    - i. Inform the TxSGS PCS Chair at [pcs@txsgs.org](mailto:pcs@txsgs.org) of a change of name, phone number, and/or email address of its Partner Society PCS Committee chair.
  - c. Provide a minimum of one volunteer to be trained in assembly and disassembly of the PCS and manipulation of digital images as described in items 1b and 1c above.
  - d. Pick up the PCS at a location designated by TxSGS.
  - e. Provide a safe and secure location acceptable to the TxSGS PCS Chair in which to operate the PCS. This location is at: \_\_\_\_\_. The Partner Society will notify the TxSGS PCS chair at [pcs@txsgs.org](mailto:pcs@txsgs.org) of any change in location for the PCS.
  - f. Provide its volunteer(s) with access to Adobe Photoshop CS) or equivalent to process original RAW (which Sony calls ARW) images into formats that can be published on the Portal (or alternate) noted in item 2b above.
  - g. Provide a quarterly report to the TxSGS PCS Chair that reflects the hours worked and the description and numbers of documents captured. This report will continue after the loan period ends until the captured images are hosted online and freely available to the public.
  - h. Recruit sufficient volunteers such that the PCS is operated for an average of at least six (6) hours per week.
  - i. Absorb all expenses associated with operating the PCS. These operating expenses may include costs noted in the Components List on the TxSGS PCS web page at <http://www.txsgs.org/preservation-capture-system/> and the cost of returning the PCS to a location determined by the TxSGS PCS Chair.
  - j. Immediately report to the TxSGS PCS Chair at [pcs@txsgs.org](mailto:pcs@txsgs.org) any damage or loss of the TxSGS owned equipment.
3. Provided the Partner Society is meeting the minimum requirements of this agreement, the Partner Society may use the PCS for capturing other documents, which may include the society's historical records, personal genealogical collections of members, or other such documents, photographs, and ephemera. The Partner Society will inform the TxSGS PCS Chair if the equipment is used to raise funds.
  4. TxSGS reserves the right to retrieve the PCS at any time if TxSGS determines that the Partner Society is not fulfilling the terms of this agreement.

For  
Texas State Genealogical Society

For  
\_\_\_\_\_

\_\_\_\_\_  
TxSGS President

\_\_\_\_\_  
Partner Society President

Date \_\_\_\_\_

Date \_\_\_\_\_

Printed Name:  
\_\_\_\_\_

Printed Name:  
\_\_\_\_\_

**Exhibit 1**

Receipt to be signed by Partner Society representative.

List all items with serial numbers:

- a. DSLR Camera (Sony a7 ILCE7RB 36 mp)
- b. two 64gb SD cards
- c. Sony 35mm lens.
- d. Rigid Stand: 80/20 design “Shumaker D”
- e. Studio Lighting: two each Amran H528S led panels
- f. Computer:
  - i. Dell I3650 Computer
  - ii. Monitor (27” 1080i resolution with adjustable stand)
- g. Tool set created for assembling and disassembling PCS

Receipt of items:

Signature: \_\_\_\_\_ (Representative of the Partner Society)

Name of Partner Society: \_\_\_\_\_

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**For Office Use Only:**

Names of trained volunteers:

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**Delivery of PCS to Partner Society**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (TxSGS PCS Chair)

**Return of PCS to TxSGS**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (TxSGS PCS Chair)