This is a template created to help guide community-based organizations and institutional collaborations.

Community-Centered Archives Partnership (C-CAP) CHECKLIST

Thank you for your partnership with the UCI Libraries. It's our goal to ensure transparency and clear expectations for our work together.

Here's a checklist showing the types of activities we will do together and some of the resources we will share:

- ☐ Review the About UCI Libraries one-pager and OC&SEAA website
- ☐ Meet to discuss shared goals and desired outcomes for our partnership
- ☐ Review and draft the Project Description
- ☐ Meet to finalize goals, project scope, and next steps
- ☐ Signify our commitment through a Partnership Agreement
- ☐ Reference and contribute to the Project Materials folder including student learning, background info, etc.
- ☐ Meet periodically to review progress
- ☐ Evaluate our partnership and make future plans

Contact Information:

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