

Tribbett, Krystal Tribbett, Audra Eagle Yun, Thuy Vo Dang, Julia Huynh. “Community-Centered Archives Partnerships (C-CAP) Checklist.” 2023, University of California, Irvine. This work is licensed under Creative Commons as [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/).

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

Community-Centered Archives Partnership Agreement

This agreement is made and entered on _____ [date] between UCI Libraries Special Collections & Archives, Orange County & Southeast Asian Archive Center (OC & SEAA) and _____ [name of partner organization].

I. Purpose

This document outlines a partnership agreement which includes a description of the project, expected outcomes between UCI Libraries and a community-based organization for the purpose of cultivating and supporting community-centered archives.

The goals of the UCI partnership are:

- To support a community-centered archives partnership between UCI Libraries Special Collections & Archives, OC & SEAA Center and _____ [name of community partner]
- To provide student participants with an understanding of and experience working on efforts to document, collect, manage, preserve and make accessible the histories of communities underrepresented in the historical record.

II. Organizational Partners

- Partner 1 Name: UCI Libraries Special Collections & Archives, OC & SEAA Center

- a. Brief description of organization:

The mission of the Orange County & Southeast Asian Archive (OC & SEAA) Center (a unit of the Department of Special Collections & Archives at the University of California, Irvine Libraries) is to provide instruction, training, and research resources to document, preserve, and provide access to the diverse histories of the Orange County, California region and the Cambodian, Laotian and Vietnamese diaspora. The OC & SEAA Center provides a collaborative space with services and resources to guide users seeking to document and study the history of the Orange County area and its changing demographics.

- b. Responsibilities [Partners should discuss and agree to these prior to signing this document]

Brief bullet points are sufficient. Examples of responsibilities include but are not limited to: provide two UCI student fellows; provide relevant training to the UCI student fellows; oversee work logs and

timesheets; serve as the primary liaison between organization and UCI; schedule regular progress meetings.

- Partner 2 Name: _____

- a. Brief description of organization:

- b. Responsibilities [*Partners should discuss and agree to these prior to signing this document*]

Brief bullet points are sufficient. Examples of responsibilities include: attend meetings; offer relevant guidance to UCI student fellows when appropriate; provide context regarding community history and/or archival material; and assist with community outreach when appropriate.

III. Project Description & Intended Outcomes

Partners should discuss and come to an agreement about the scope of the project prior to signing this document. Whenever possible, some aspect of the project should focus on the histories of communities underrepresented in the historical record. Below, please provide (1) a description of the project, (2) why the project proposed is important/significant; and (3) the intended outcomes/products of the project. Examples of intended products include digitization of photographs, collection of oral histories, workshops, description and organization of organization records. [This can be copied from the project description document.]

IV. Duration

Describe the ideal or known project duration (i.e. weeks, months, years, academic quarters) including start and end dates.

V. Risk Management

- In order to foster an educational, productive, and safe environment for all parties involved, including UCI students, both partners agree to the following:
 - a. Partners agree to make each other aware of concerns that arise during program
 - b. Partners agree to, whenever possible, document facts such as date, time, persons involved, and the situation as you observed it
 - c. Resolution of issues and concerns that arise during the program should be discussed between the partners and a solution agreed upon
 - d. Sexual, age, ethnic, racial, disability, and other forms of discrimination or harassment of students, partner employees or partner volunteers is improper and may lead to the termination or temporary

suspension of the project

e. *[Please list additional risk management measures that should be followed.]*

VI. Best Practices for Working with Students - Resources

https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-015.pdf

<https://www.higheredjobs.com/articles/articleDisplay.cfm?ID=1978>

<https://spg.umich.edu/policy/601.22>

The parties have entered into this agreement as of the date indicated below. This agreement can be reviewed or revised at any time during the term of the project, initiated by either partner, and implemented when agreed upon by both partners.

(Partner 1 Representative Name and Title)

(Partner 1 Signature of Representative)

(Date)

(Partner 2 Representative Name and Title)

(Partner 2 Signature of Representative)

(Date)