

# University of Alabama Libraries

## Alabama Digital Humanities Center Project Request Form

Through the Alabama Digital Humanities Center (ADHC), faculty, staff, and students explore digital methods and tools, reflect on the possibilities and challenges of new technologies, consult with experts about project development and digital research, and collaborate on innovative research and teaching projects. The ADHC faculty and staff may also provide project planning and management, hosting services, and training.

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Requestor Email: \_\_\_\_\_

University Role:  Student  Faculty  Staff

Associated Department: \_\_\_\_\_

Associated Course: \_\_\_\_\_

Tentative Project Title: \_\_\_\_\_

## Memorandum of Understanding for Collaborating with the Alabama Digital Humanities Center

This MOU documents the terms of use for collaboration with the Alabama Digital Humanities Center on creating new digital humanities projects. Any questions or concerns about the terms of use should be addressed to the Digital Humanities Librarian or the Associate Dean to whom the ADHC reports before a digital humanities project is started.

### General Framework

The Alabama Digital Humanities Center operates as a consultative, collaborative unit within the University Libraries. Although the faculty, staff, and students employed in the ADHC do assist in creating, designing, and managing research and pedagogical projects, the center does not function as a service bureau or independent contractor providing transactional services. The project lead (requestor/owner) will remain actively engaged in the project in order for work at the center to continue. At the early stages of a project discussion, expectations will be outlined for what the scope of the project is to be, what work needs to be accomplished and by whom, and within what timeframe the center can operate on the project. For projects that are part of a course, requests should be made as soon as possible, preferably prior to the beginning of the semester; thereby affording students appropriate time to complete course assignments. If a project is beyond the scope and/or resources of the ADHC, the University Libraries will entertain a partnership for grant funding with the Digital Humanities Librarian as a co-PI.

### Terms of Use

By signing this document, you agree that you understand the following conditions for developing projects with the ADHC:

- No project will begin without a signed agreement.
- A faculty member or graduate student must be the owner and facilitator of the project.
- If the project is for an undergraduate course, the instructor of record is responsible for communications between the ADHC and the undergraduate students. This is to ensure that the owner of the project knows the types of questions students have and who needs further assistance to facilitate learning.
- If the project entails the creation of a website, the ADHC will provide an anticipated timeline for completion at the initial project meeting and milestones for charting progress.
- The ADHC will provide training on how to use the site and ongoing support.
- Content creation and analysis will be the responsibility of the owner of the project and/or their classes.
- By default projects will be hosted on ADHC servers, and the owner(s) of and contributors to the project grant without limitation to the ADHC, University Libraries, and The University of Alabama, all necessary rights to make the project, technology, and content freely available through the Internet/Web.
- If the project does not require a website, after initial scoping, the ADHC will discuss a timeline and feasibility of the project with the faculty member or graduate student.
- The ADHC will be given credit for work that is done on the project. This includes, but is not limited to, a logo on the project site with a link to the ADHC site; an acknowledgment or recognition in any presentations, publications, or news coverage on the project.
- The project will be listed on the ADHC site and may be featured in public relations material for the ADHC.
- Any project the ADHC creates must be WCAG 2.1 AA compliant for accessibility. The owner of the project will collaborate with the ADHC to ensure compliance.

## Effective Project Dates

This MOU is effective upon signature and remains in effect for the duration of the project. The MOU can be amended if agreed by all parties.

I have read, fully understand, and agree to abide by the terms outlined in this agreement.

Requestor Signature: \_\_\_\_\_

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

Requestor Name (Printed): \_\_\_\_\_

Please return this form to the Digital Humanities Librarian (Dr. Anne Ladyem McDivitt – [almcdivitt@ua.edu](mailto:almcdivitt@ua.edu)). Once received, you will be contacted shortly via the email address you provided above to schedule a consultation about your project.