The purpose of this document is to ensure that, in entering into a collaborative relationship for this digital project, each partner understands that they are committing to common goals and deliverables and that each individual member is accountable to the project and project team. The following principles provide guidance for the relationship between the project team and their interactions.

I, _____________________, agree that I

- Have the time and capacity to make substantive contributions to the project.
- Understand that each team member can provide intellectual value to the project. Project team members have an equitable relationship, where each partner is able to productively question and engage with one another to consider the different avenues the project may take.
- Understand that the project is guided by the project charter, and accept that any changes to the project must be agreed upon by project team members and reflected in this document.
- Recognize that any expansion upon or decrease of the project scope is to be discussed and agreed upon by the project team. This includes agreeing upon deliverables, metadata specifications, a reasonable timeline for the completion of milestones, and other aspects of the project.
- Must be timely in my feedback, as the project timeline requires this.
- Accept that there may be circumstances that hinder timely completion of project milestones. When such circumstances arise, I and my collaborators agree to be transparent with one another and revisit the project timeline to reassess deadlines.

In signing this agreement, I acknowledge that I have reviewed the points above and understand the nature of my responsibilities to the project and the project team.

________________________
Collaborator’s signature

________________________
Date

Available online at:
https://www.library.ucla.edu/special-collections/programs-projects/digital-projects-special-collections