

Date

Name

Address

Email

RE: Community Archiving Workshop

Dear,

This will serve as an agreement between [organizers] and [host] for roles and responsibilities for the Community Archiving Workshop scheduled for [date] from [times] at the [location].

The goals of this workshop are:

- to help [host] gain better intellectual and physical control over the endangered media collections;
- provide training and advice to staff and community members on media archiving and preservation;
- strengthen relationships within our community toward preservation of moving image and sound heritage

The tasks carried out during the CAW are as follows [specify what are agreed-upon tasks; these are examples]:

- Inspect and label the videotapes from the ---- Collection
- Inventory the tapes using the data template
- Re-box the tapes into new boxes

Organizer tasks:

- Provide the following supplies and equipment: [specify]
- Prepare a proposed data template for the workshop
- Prepare educational presentations for the volunteers and collections
- Assist with publicity about the CAW and recruitment of volunteers for the CAW [specify who will keep the list of participants]
- Merge inventory records created during workshop and send to host within two weeks after workshop
- Participate in CAW evaluation

Host tasks:

- Provide information about the collections and the organization's current descriptive practices and work with the organizers to define the data collected
- Prepare the collections for the CAW and set the standards for the work, such as re-housing, labeling, data template, etc.
- Provide the following supplies and equipment: [specify]
- Arrange for the needed space, refreshments, and equipment necessary for projecting presentations
- Ensure the collections are on-site prior to the CAW
- Develop publicity about the CAW, and with the organizers, recruit volunteers for the CAW, such as staff, colleagues, interns, students and community members
- Lead the setup and clean-up of the site
- Participate in CAW evaluation
- Arrange for any releases needed for workshop documentation

I, _____, agree to the description and outlined objectives of the project.

| | |
|-----------|------|
| | |
| Signature | Date |

I, _____, agree to the description and outlined objectives of the project.

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|-----------|------|
| | |
| Signature | Date |