



## COHDS' Affiliate Rights and Responsibilities (updated February 2021)

### **Preamble**

COHDS is a community of practice that has emerged through the collaboration of individuals and organizations that have chosen to apply for a formal affiliation with our Centre. This document outlines the privileges (“rights”) of formal affiliation, and the associated responsibilities. Overall, the privilege of affiliation entails a commitment to COHDS’s central mission. This document — provided to each affiliate at the time of affiliation — offers a framework for affiliates’ participation as members of the COHDS community.

### **1. Affiliation process**

Upon requesting to be an affiliate of COHDS, the applicant will indicate the nature of the project or research/creation interests that have drawn them to COHDS. They will also be as specific as possible about the resources that they may be seeking from COHDS in order to achieve their goals. This information will make it possible to assess whether COHDS can provide those resources. In addition, the applicant will indicate what they believe they can provide in return, in terms of participation or leadership in COHDS events, or providing financial support should their project receive funding. In order to be considered for affiliation, all applicants will provide a short biographical statement, ideally in both English and French, as well as a digital image of themselves that can be posted to the COHDS website in our “[Community](#)” section. Student applicants should indicate the name of their degree program, home department, and (if a graduate student) provide a working title for their thesis.

To ensure that research projects affiliated to COHDS respect ethical guidelines, all new Montreal-based affiliates should attend the two-hour, “Introduction to Oral History and Interviewing” workshop, typically offered at the start of every semester, or demonstrate similar training in oral history. (A certificate can be provided to participants in our introductory workshop, on request.) For affiliates not based in Montreal, we offer three, short, online webinars (in English only at the moment), which can be found in the “[Ethics & Training](#)” section of the COHDS website. We also ask that all new Montreal-based affiliates consider presenting their projects in the context of one of our annual events, such as the Emerging Scholars Symposium (for graduate students and recent graduates), or any number of other events, workshops, conferences, etc that are open to the COHDS community. There are many other ways to “give back” to

COHDS; we are always pleased to receive volunteers to photograph or otherwise record events, and our archival team always has projects that could use volunteer support.

Affiliation is an annual, as opposed to an open-ended, status. Affiliates wishing to maintain their active status (and a profile on our website) can do so by submitting a short report that is due annually in March of each year. Affiliates who do not submit this report will not be re-affiliated (although they can re-affiliate in the future). Should the affiliate's project change, or their needs from or contributions to COHDS significantly shift in the course of the year, this should be flagged in the annual report. In addition, the report is the opportunity to update your information on the COHDS website, so **please review your [public profile](#) before submitting your report to make sure it is up to date.**

*Core affiliation* (a special distinction at COHDS) is made by nomination, via the Administrative Board of COHDS, and announced at the Annual General Assembly.

## 2. Events

In addition to being welcome to register for any of our advertised events, affiliates are welcome to propose an event themselves, such as a workshop, seminar, round table, launch, to be included in our regular programming (whether or not an event is included depends on a number of factors, but in general proposals from affiliates are honoured). Proposals should be sent to the Coordinator & Community Facilitator before May 1<sup>st</sup> for the Fall term, and before October 1<sup>st</sup> for the Winter term. *We regret that we cannot accommodate last-minute proposals for public events.* It is hoped that core affiliates will offer to facilitate a workshop or event, to be included in our Fall or Winter programming, within the first year or two of their nomination.

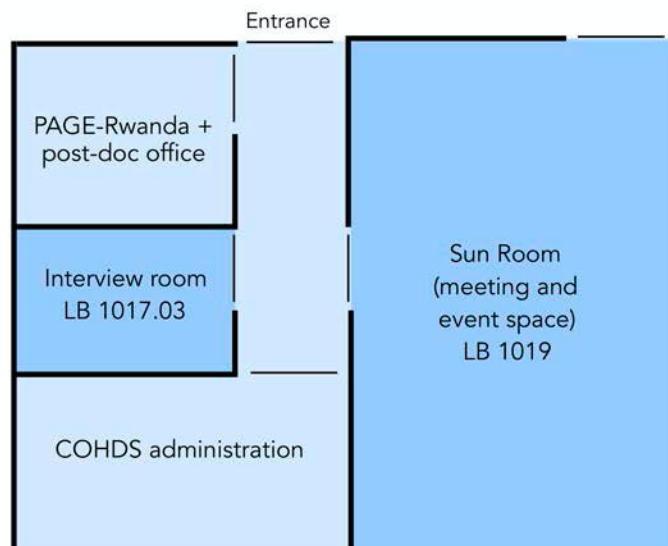
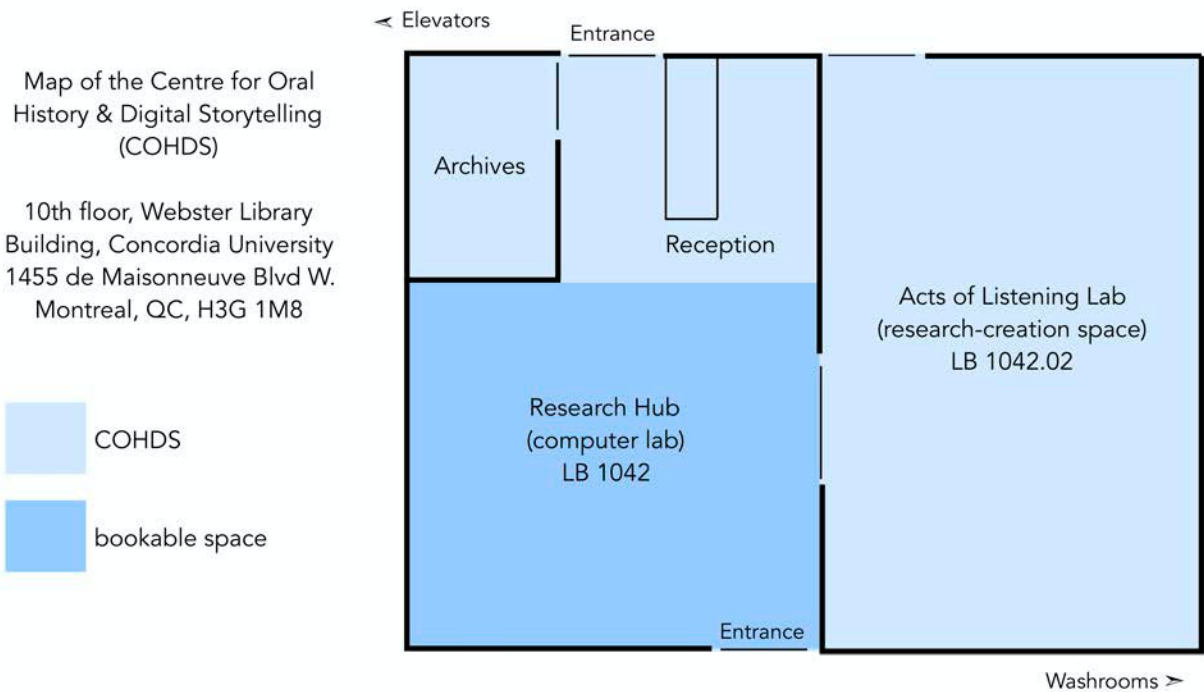
More broadly, it is expected that affiliates will make an effort to attend COHDS events or workshops during the year, and that they will attend the Annual General Assembly, usually held in October. The AGA is a key moment to find out more about what COHDS is doing and what we have planned for the year to come. It is also the ideal time to share your ideas and research with your fellow affiliates.

## 3. The COHDS Newsletter

The primary tool for regularly communicating news about and with the COHDS community is our newsletter, published biweekly from September through to May. As an affiliate, you are welcome to share events (screenings, project launches, performances), calls for collaboration (stages, job opportunities, volunteer requests), and recent publications via the newsletter. Affiliates should submit news items to [cohds.chorn@concordia.ca](mailto:cohds.chorn@concordia.ca). If the news item is bilingual, the affiliate should submit both English and French text. In order to be included, the news item should include a web link and contact information.

#### 4. Use of COHDS space

The main COHDS Research Hub (LB 1042) is open during COHDS's opening hours (see [storytelling.concordia.ca](http://storytelling.concordia.ca) at the start of each term). While the Research Hub is primarily in use as a research and computer lab, it is possible to book this space outside COHDS regular opening hours for other purposes. Please contact the Coordinator & Community Facilitator ([cohdscoordinator@concordia.ca](mailto:cohdscoordinator@concordia.ca)) to inquire.



In addition, COHDS has spaces that may be reserved by affiliates wishing to advance projects that have a demonstrable connection with oral history. This includes: LB 1019 (the “Sun Room”, suitable for meetings and events of up to 25 people, equipped with a projector) and LB 1017.03 (the “Interview Room”, suitable for one-on-one interviews; equipment is reserved separately). Reservations are made on a first come, first serve basis. Please contact COHDS staff ([cohds.chorn@concordia.ca](mailto:cohds.chorn@concordia.ca), 514-848-2424 x. 5465) as far in advance as possible. **Generally, rooms are not booked for purposes unrelated to COHDS/oral history.** Exceptionally and at the discretion of the Co-Directors, special accommodations can be made for requests to books COHDS space, if the event is not related to oral history or oral history research-creation, but rental fees will apply.

The Sun Room may be booked by core faculty members for teaching purposes, such as seminar courses that have a strong oral history/public history focus. These special bookings are at the discretion of the Coordinator & Community Facilitator ([cohdscoordinator@concordia.ca](mailto:cohdscoordinator@concordia.ca)), in consultation with the Co-Directors, who will jointly determine whether, given our other annual activities, we can accommodate the request. The Acts of Listening Lab (ALL), associated with the Canada Research Chair in Oral History Performance, [Dr Luis Sotelo Castro](#), is located within COHDS in LB 1042.02. The ALL is a special research-creation space that is dedicated to oral history performance, research, diffusion, and talkback. There is a separate affiliation process in order to use the ALL. For more details, please contact [acts.listeninglab@concordia.ca](mailto:acts.listeninglab@concordia.ca).

## **5. Use of COHDS computer workstations**

All computers in COHDS main Research Hub (LB 1042) are available to affiliates on a first come, first serve basis. Affiliates may reserve a computer for rendering projects or for general use, with approval of COHDS staff. A computer can also be reserved for a longer period, under approval of the COHDS administrative team, and subject to availability. Priority will be given to core members and formal partnership projects.

Affiliates should store files only within specified directories. Instructions are clearly indicated on the desktop of each of the workstations. Affiliates can ask staff for further assistance with files management. *NB. Files that are saved elsewhere will be removed periodically and without notice throughout the year.*

## **6. Borrowing equipment**

Reservations for equipment are made on a first come, first serve basis. Digital cameras, due to limited numbers, can be reserved for a period of *no more than four days*, unless a special request is made. Affiliates are responsible for returning equipment in the same condition that they received it, and must also report any technical problems encountered while using our equipment. If affiliates lose or break equipment, they are financially responsible for replacement costs.



We regret that we cannot accommodate: last-minute borrowing requests; requests to borrow equipment made outside working hours or; requests to borrow equipment during COHDS annual closure from mid-June to late August.

## **7. Sharing oral history-related online projects via the COHDS community**

Since June 2018, COHDS no longer provides web hosting for affiliate projects, due to the number of data security breaches associated with such services. Our recommendation, if affiliates wish to build new web-based projects, is to use open-access web design software (such as Wordpress) and to purchase a domain name for the project (<http://www.fanclubmedia.com> is an inexpensive option). We will be happy to link the urls of your websites via your individual affiliate page, to publicize your projects via our newsletter, and to share your websites via our facebook page, which has a reach of over 3000 people.

## **8. Contribute interviews to the COHDS archives**

Whenever possible and in return for services provided, we ask that affiliates consider donating their raw interview material to the COHDS Archives. To facilitate this practice, there should be explicit reference in the [consent form signed by interviewees](#) indicating that their interview will be archived at COHDS, where it will be kept secure, confidential (if noted on the consent form), and following best practices in digital archiving. The information required and process to follow can be found in the donation policy elaborated by the COHDS' Archivist (see attached "[Donation Agreement](#)"). At times we have a backlog of archival material to process, so we appreciate having an open dialogue with affiliated researchers about the timeline of their projects and when we might expect to receive materials. The COHDS archivist works two days per week, from late August through to late April/early May: [cohds.chorn.archives@gmail.com](mailto:cohds.chorn.archives@gmail.com).

## **9. COHDS support for funded research**

From time to time, affiliates (particularly core faculty) seek formal letters from the COHDS Co-Directors to support their funding applications. Whenever possible, COHDS is committed to supporting its affiliates. However, in order to receive formal letters of support, the affiliate must clearly indicate (in writing) which COHDS resources and services are required, and how the grant will help to fund these resources and services, if successful. To give one example, many funding applications seek "training" from COHDS. However, most of our staff only work one or two days per week, from late August until early May, and most of their working hours are spoken for. Therefore, a project that seeks training from

COHDS staff must account for the hours necessary to provide that training, at a rate of \$20-25/hour (depending on the staff position).

We do not have the capacity to financially support any research projects at this time, but “in kind” support is a possibility. So, to give another example, many funding applications seek “in kind” resources from COHDS in the form of meeting space, access to a communication network, and access to existing equipment. These are resources that we can provide without difficulty (within limits).

Calculations of appropriate costs and in-kind support can be determined in collaboration with COHDS staff, and this collaboration should take place well in advance of grant deadlines. If the grant application is successful, please contact the Coordinator & Community Facilitator to manage the transfer of funds, if applicable ([cohdscoordinator@concordia.ca](mailto:cohdscoordinator@concordia.ca)).

## **10. Recognition of COHDS contributions**

Whenever COHDS services or resources (such as materials in our online Tools section, guidance from COHDS staff, the use of our digital equipment, our spaces, computers, and so forth) have played a direct role in the ability of an affiliate to complete a project, we ask that COHDS be acknowledged accordingly. For public/online documents, affiliates may contact COHDS staff ([cohds.chorn@concordia.ca](mailto:cohds.chorn@concordia.ca)) for a copy of our logo. Affiliates are encouraged to indicate their affiliation in their email signature: “Affiliate of the Centre for Oral History & Digital Storytelling, Concordia University, Montreal”.