

## **Collegial Collections provenance document**

*If two or more colleagues wish to share teaching materials, it is important to keep track of contributions, changes, and permissions. Please use this provenance document as a place to record all of this information.*

### **Statement of Intent**

These resources are meant to be shared, used, and modified freely within agreed-upon parameters between the agreed-upon parties. If an original author and/or creator would like their name removed from the attribution at any time in the future, he or she reserve that right.

### **Permissions/MOA**

*Be sure to consult with the appropriate parties at your institution (e.g., the Copyright office, the Library, your employer's/union's intellectual property ownership agreements, your dean/department head, et cetera) to ensure that all/any permission granting, attribution statements, and/or Memoranda of Agreement/Understanding (MOA/MOU) are completed and included where necessary.*

### **Technical information**

*Please use the questions below as a guideline while creating your provenance document. Not all questions may be applicable, or you may need to add in questions and answers that are specific to your resource.*

Where are the resources stored? Can they be accessed remotely? Can they be accessed offline?

What format are the resources in?

What software/hardware is required? Is it proprietary? Are there non-proprietary options available?

Do you have permission to use these resources in perpetuity? Do you have proof of this? Is that proof included?

Where are any applicable passwords stored? Who can access them? Is there a plan in place to pass these on?

Are there any back-ups of the resources? Where are these stored? Who has access to them?

### **Journal/Log of revisions**

Please record any attribution information for each revision or change made to these resources. This information should include date changes were made, people involved in changes (editors, contributors, et cetera), and what changes were made, as well as any other applicable information (e.g., was any new software or hardware used? Why were the changes made? Have permissions changed?).

**Effective Date and Signature**

*(If applicable)*

*Party 1*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_  
(DD/MM/YYYY)

*Party 2*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_  
(DD/MM/YYYY)