

## CSUN Covid-19 Community Archive

### Faculty Submission Guidelines

#### CONSENT STATEMENT

As you develop your assignment prompt, ensure that students understand the purpose and parameters of the Covid-19 Community Archive.

The University Archives is asking students to participate in the CSUN Covid-19 Community Archive designed by University Archivist April Feldman of the University Library Special Collections & Archives at Cal State Northridge. The purpose of this project is to document stories and experiences of the effects of the Covid-19 pandemic on our campus community. Donations will serve as an historical record and will be stored in perpetuity in the Cal State Northridge archives, made accessible via the University Library digital collections, and may be used in public displays or exhibits. By creating these historical records and preserving them, we can provide first-hand accounts from our community for future generations.

The University Archives is accepting donations in a wide variety of formats to ensure students are able to express themselves. Examples include:

- a sign or art you created
- videos or recordings of events, classes, workouts, spoken words, and music shared online during this time
- photographs of the campus, your home/work-space, or scenes from around your community that illustrate changes in society taken during this time
- homeschool schedules or other daily routines for parents working from home
- and especially, journal entries (written, audio, or video) documenting your experience

In the case of recordings, interviews may be recorded in the location of your choice and should be no longer than 45 minutes. Students do not have to answer any questions they do not feel comfortable answering. Students will be asked to state their name *in the recording*, *but if they choose to remain anonymous, they may use a pseudonym and should conduct an audio-only recording.*

#### TRANSFER TO SPECIAL COLLECTIONS & ARCHIVES

If you are planning to use the CSUN Covid-19 Community Archive as a course assignment, be sure to notify April Feldman, University Archivist at [april.feldman@csun.edu](mailto:april.feldman@csun.edu) and provide the following information:

- Assignment Prompt
- Course Syllabus
- Class roster

## For CSUN Faculty

Upon receipt of this information, someone from Special Collections & Archives will contact you via email with more information regarding the submission process.

## Legal Documents

All submissions required a signed Deed of Gift. Please use the following link

<https://library.csun.edu/documenting-covid19>

- This is a University-required legal document
- The person or persons who create the submission own it. The owner of the donation must complete the Deed of Gift, transferring ownership to the University. The Archives will not accept submissions without this form.
- **Note:** this is a legal document. Only those 18 years of age and older can enter a legal agreement in the state of California. If any student is under 18 at the time of their submission, their parent or legal guardian must complete this form.
  - In the Name field on the form, please enter parent's name followed by student's name in parentheses. EX: Bill Smith (Alex Smith)

If students are conducting interviews, they must have their interviewee complete the [Oral History Agreement](#) prior to conducting the interview.

- This form is **only** required if students are interviewing another person. If they are recording their own thoughts/impressions/recollections/etc. this form is **NOT** required.
- The Oral History Agreement must be to be **filled out and submitted by the person being interviewed**.
  - **Note:** each person being interviewed must submit this form. This form gives the Archives the legal right to open the interview to research.

All participants are required to sign a Personal Health Information Statement, agreeing that they will not to include personally identifiable **health** information about another person or persons, or information that could allow a third party to identify them.

## For Non-CSUN Donors

Upon receipt of a signed Deed of Gift, someone from Special Collections & Archives will contact you in 3-5 business days with instructions for submitting your donation to the archives.

Please direct questions to [april.feldman@csun.edu](mailto:april.feldman@csun.edu).

45 CFR 46.102(l)(1) deems activities such as these as not being research and thus not applicable to IRB approval. "For purposes of this part, the following activities are deemed not to be research: (1) Scholarly and journalistic activities (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship), including the collection and use of information, that focus directly on the specific individuals about whom the information is collected."