



Digital Humanities Best Practices: Engaging a Collaborator

- Identify a specific research question whose answer requires engaging sophisticated technologies
- Establish a set of criteria (list of questions to be asked) by which to evaluate if a potential collaborator is a good fit
- Identify a collaborator
- Determine whether a legal resource exists at your university or institution that you can draw upon for support or that can provide standard contract language
- Draw up a mutually-acceptable contract that:
 - States that upon completion of the project, copyright will be transferred to the author
 - Spells out any additional conditions to the above copyright agreement that have been negotiated and agreed upon by both parties, which may include, for example:
 - The author's non-exclusive license to use proprietary technologies or code owned by the collaborator prior to the engagement
 - Clarifying who owns copyright to code or software written or produced in support of the project
 - Portfolio rights for the collaborator
 - Clearly describes project goals
 - Designates periods of warranty / specifies on what server data will live and for how long
 - Outlines deliverables and their due dates
 - Identifies cost structures (which aspects cost what?)
 - Determines payment schedules or due dates
- Print out as many copies as there are invested parties, ensure all parties sign and date the contract, and distribute one copy to each