

**THE MUSEUM AND LIBRARY ALLIANCE
OF THE GREATER LEHIGH VALLEY**

INFORMED CONSENT

I. SUBJECTS

ORGANIZATION NAME:

ORGANIZATION ADDRESS:

REPRESENTATIVE NAME:

REPRESENTATIVE PHONE:

REPRESENTATIVE EMAIL:

II. DESCRIPTION

The Museum and Library Alliance of the Greater Lehigh Valley (MLA) is conducting interviews to record the institutional impact of COVID-19 on Lehigh Valley cultural institutions. Anything recorded in this session will be stored in a digital format hosted by MLA and Lehigh Valley Engaged Humanities Consortium (LVEHC). The length of the study will begin mid-July, 2020 and continue for 18 months.

III. RISKS AND BENEFITS

We do not anticipate any risk to you. Your institution will receive a \$1,500 stipend for participating in this project (see Section V). Your willingness to share your knowledge and experiences will contribute to improving non-profit crisis management and future grant funding for all.

IV. AGREEMENT

You and/or your institution are being asked to participate in a series of interviews. Your participation is voluntary. The interviews may include the following:

1a. Interviews may be audiotaped and/or videotaped. In the interviews you may be identified by name, subject to your consent. You will be identified by name in any transcript (whether verbatim or edited) of said interviews. If you wish to contribute information of any kind anonymously, please use the "Anonymous" Form.

1b. Interviews with participating staff can be performed in-person or digitally. They will be conducted one or two times a month. They may last up to two hours maximum. They will be scheduled at mutually agreeable times.

2. Other items to be shared or collected for this project include, but are not limited to internal and external communication between staff, volunteers, and board members, pending consent of corresponding parties.

3. Subject to the provisions below, upon completion of the interview and signing of the deed of gift, the digital recording and content of the interview belong to MLA and can be used by MLA in any manner it will determine, including, but not limited to, use by researchers in presentations and publications. The deed of gift grants you an unrestricted license to use the interview in any manner you choose.

4. MLA agrees that: (i) it will not use or exercise any of its rights to the information in the interviews prior to the signing of the deed of gift; (ii) the deed of gift will be submitted to you for your signature at the completion of the interviews; and (iii) restrictions on the use of the interviews can be placed in the deed of gift and will be accepted as amending MLA's rights to

the content of the interviews. You have the right to review the digital recordings or transcripts of the interviews before the signing of the deed of gift.

5. All materials during the interview process will be shared publicly. If you wish to have any recorded audio or video redacted, they will be edited out of the final documentary and/or digital archive as indicated by the participant. These files will be permanently deleted from all MLA drives. Any information contributed via the “Anonymous” Form will be used at MLA discretion.

6. At the conclusion of this study and upon signing the deed of gift, the digital recording(s), photograph, and one copy of the transcript will be deposited in the archive of MLA. If you indicate your permission on the deed of gift, a copy may also be provided to the organization that is the focus of your interview for educational and research purposes.

7. If you have questions about your rights as a participant or wish to discuss problems, complaints or concerns about the research study, or to obtain information, or offer input – OR if you have questions about the research project or procedures, you may contact the MLA interviewer at any time.

V. COMPENSATION

Participating organizations will receive a \$1,500 stipend. \$1,000 of the stipend will be given up front and the remaining \$500 will be paid closer to the end of the project. There are no restrictions on how organizations spend this money. It may be incorporated into the operating budget or distributed to individual participants.

VI. EXIT CLAUSE

The participating institution may withdraw from the project without prejudice at any time. MLA will retain all materials gained up until that and use as described previously in this agreement. All future materials

The institution will keep money paid up until that point, and forego any remaining stipend.

VII. INTEGRATION CLAUSE

The extent of the relationship between MLA and subject is confined to the limits of the contract.

VIII. CONSENT & SIGNATURE

INITIAL WHAT APPLIES TO YOU BELOW

____ I acknowledge that I will be identified by name in any transcript or reference to any information contained in this interview.

I give my consent to participate in this research study. I will be given a copy of this informed consent to keep for my records.

REPRESENTATIVE NAME, PRINTED

REPRESENTATIVE SIGNATURE

DATE

MLA REPRESENTATIVE NAME, PRINTED

MLA REPRESENTATIVE SIGNATURE

DATE

If you have any questions about this Informed Consent, you may contact the chair of Muhlenberg College's Institutional Review Board, Erika Iyengar, at erikaiyengar@muhlenberg.edu.