Consent Form Template Crossing Fonds Participatory Design Workshop

Date: March 1, 2023
Project Title: Crossing Fonds - Pollinating Access and Interpretation
Annotation Workshop

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PURPOSE

You are invited to participate in a research study for Crossing Fonds - Pollinating Access and Interpretation. The purpose of this study is 1. To support archive access and interpretation among not-for-profit, counter, and institutional archives by using participatory design, to plan a replicable open-source digital archive ecosystem that allows generous interaction, study of archival materials, and exhibition planning. 2. To enable cross-fertilization and inter-access among records from different archives by producing microsites or other forms of expression that offer fresh interpretations of content, including annotation of descriptions, visualizations of relationships between records, collections and archives and creative interpretations as art works. 3) Encourage dialogue and relevant tools regarding the need to retain the authenticity of records, yet encourage curatorial and community interpretation, particularly as these apply to records created by or about marginalized groups.

This study is funded by the Social Science and Humanities Research Council.

Organizations participating in the research are OCAD University Centre for the Study of Black Canadian Diaspora, Visual Analytics Lab, SFU Archives, SFU Library and Rare Books, SFU VINCI and Big Data Hub, UBC, Department of Art History, Visual Art and Theory, City of Vancouver Archives, VIVO Media Arts Centre, BC Labour Heritage Centre, BLAC.
The outcome will be an open source design. There are no commercial outcomes.

WHAT'S INVOLVED
We are asking you to participate in a face to face Participatory Design Workshop intended to imagine what an ecosystem could consist of. There is also an online participation option.

Land acknowledgement.

Participants introduce themselves, why and what their interest in archival research is and describe their best experience in using an archive, describe their worst experience – 20 minutes

We brainstorm on types of content that they are interested in exploring. Workshop facilitators identify archival location of content. – 15 minutes

Organize subgroups of 2 – 3 people based on interest in content and needs. – 10 minutes

Subgroups develop one or more scenarios for the exploration of research need and content across given their group. The Subgroup describes user experience using sketching, diagrams, visualization, physical interactions and text.—50 minutes

10 minute break

Subgroups presents and illustrates scenario to larger group. -- 30 minutes

Critical needs identified and full group votes on priorities. Identifies existing tools or widgets that could fill needs. -- 30 minutes

Full group identifies gaps in current archival platform support and what would enhance the experience, noting gaps in diagrams. Votes on the most important gaps to fill. – 30 minutes

Debrief. – 10 minutes

Participation will take approximately 6 hours of your time consisting of a 2 hour background review of the project, 3 hours participation in the workshop and 1 hour of travel.

Childcare expenses, travel to the workshop or parking will be subsidized for those who are not paid to participate and subsidized by their workplace.

POTENTIAL BENEFITS
This project facilitates the design of an ecosystem or platform that strengthens collaboration between different kinds of archives. Its success will directly benefit participants who seek a stronger collaborative environment for archival research. They will be part of the design process and their needs will be integrated into the plan. Participants may gain new knowledge from the exposure to tools and "widgets" that support contemporary archival research. Crossing Fonds applies critical archival theory and participatory design, data visualization and research-creation. Its focus on access, decolonization and the opportunity to evaluate archives from fonds to metadata, in light of contemporary experience, provides a contribution to knowledge. The case studies of BC Labour and social history, Indigenous labour and media arts and Black cultural history provide new knowledge whether as historical studies or art works. It builds collaboration between B.C. archives.

Potential Risks
There are minimal risks involved in reviewing archival materials. Archival material and its description through metadata and other means may represent historically dated terms which may be disturbing to some participants. Archival content may include materials that participants do not agree with or find uncomfortable. 1) Archival description reflects the times and context of the accession of materials. There may be terms that are no longer appropriate or currently considered offensive. 2) The views and opinions expressed in original materials or completed works provided as case study materials do not necessarily reflect the position of any agency of the researchers.

CONFIDENTIALITY
Your participation is not confidential as this workshop contributes to an open source design where we intend to provide attribution to all research design participants. Outputs of the workshop will be maintained as a core direction towards ecosystem design. The workshop will be videotaped. Recordings will be securely stored on the OCAD U site. Excerpts may be used for research presentations, and educational purposes.

Data collected during this study will be stored on a secure server at OCAD University and a secure server at Simon Fraser University's Big Data Hub.

All research data will be contributed to an archive (to be determined) at the conclusion of the project with the open source design.

Access to the data will be restricted to Dr. Sara Diamond, Dr. Andrea Fatona, OCAD University; Dana Claxton, UBC; Sheelagh Carpendale, SFU; Paul Hebbard, SFU Archives; Richard Dancy, SFU Archives; Melanie Hardbattle, SFU Archives; Andréa Tarnawsky, SFU Library; Jana Grazley, City of Vancouver Archives; Karen Knights, VIVO Media Arts Centre; Syr Reifsteck, VIVO Media Arts Centre; Kendra Place (VIVO), Manuel Axel Strain (VIVO); Armand Paxad (VIVO); and Donna Sacuta (BC Labour Heritage Centre);

Gabriel Juliano, PhD Student, SFU; Kahani Ploessl, Undergraduate Student OCADU; Rebecca Bair, BLAC; Hafiz Cares, BLAC

VOLUNTARY PARTICIPATION
Participation in this study is voluntary. If you wish, you may decline to answer any questions or participate in any component of the workshop and you may leave the workshop at any time.

As the workshop is a participatory design workshop and the process is highly collaborative it is not possible to withdraw your data from the workshop once it has occurred.

If you have further questions you may contact Dr. Sara Diamond sdiamond@ocadu.ca or Research Assistant Gabriel Juliano <gabriel_juliano@sfu.ca>

PUBLICATION OF RESULTS
Results of this study may be published in reports, professional and scholarly journals, and/or presentations to conferences and colloquia, as open source technology designs In any publication, data will be presented in aggregate forms. Quotations from interviews or surveys will not be attributed to you without your permission.

Findings will be made available through selective participating organizations at the end of the project by the fall of 2024. Contact Dr. Sara Diamond sdiamond@ocadu.ca

CONTACT INFORMATION AND ETHICS CLEARANCE
If you have any questions about this study or require further information, please ask. If you have questions later about the research, you may contact the Principal Investigator Dr. Sara Diamond using the contact information provided above. This study has been reviewed and received ethics clearance through the Research Ethics Board at OCAD University [insert REB approval #].

If you have questions regarding your rights as a participant in this study please contact:
Research Ethics Board c/o Office of the Vice President, Research and Innovation
OCAD University
100 McCaul Street
Toronto, M5T1W1
416 977 6000 x4368
research@ocadu.ca

AGREEMENT
I agree to participate in this study described above. I have made this decision based on the information I have read in the Information-Consent Letter. I have had the opportunity to receive any additional details I wanted about the study and understand that I may ask questions in the future. I understand that I may withdraw this consent at any time.

Name: _____

Signature: _____   Date: _____

Thank you for your assistance in this project. Please keep a copy of this form for your records.

Attributing quotes
In the case that you would like to attribute statements/quotations, consider placing a check box for participants so that they can indicate agreement. Be sure to discuss with them what it involves in terms of potential risk and benefit.

 Yes, I wish to be attributed for my contribution to this research study. You may use my name alongside statements and/or quotations that you have collected from me.

Audio- or video- recording

I agree to be [audio-/video-recorded] for the purposes of this study. I understand how these recordings will be stored and destroyed.

_____ _____
Signature of Participant   Date