

Partnership Agreement

This Partnership Agreement (“Agreement”) dated on December 7, 2023 (“Effective Date”) is associated with the following two entities:

- a) The Paterson Museum, a Statutory Agency of the City of Paterson, located at 2 Market Street, Paterson NJ (hereafter referred to as the Museum)
- AND
- b) Alpha Phi Alpha Fraternity Inc., Delta Mu Lambda Alumni Chapter, located in Paterson NJ (hereafter referred to as DML).

The term of this agreement is open ended. This agreement can be reviewed and the nature of this partnership can be reevaluated as needed to reflect changes in the relationship. Either party can terminate this arrangement at any time should the below outlined obligations not be fulfilled.

Purpose

This partnership is formed for the primary purpose of creating and maintaining a living archive of Delta Mu Lambda Alumni Chapter. A living archive is a collection of materials presented in a way that allows for the expression, exhibition, documentation and preservation of a sentiment or movement in a particular community. The archival material in question will relate to the Delta Mu Lambda Alumni Chapter’s activities within the community and the activities of its individual members.

Goals

1. To preserve the physical and digital documents and photographs created by DML
2. To collect the stories and memories of DML members
3. To provide access to the above mentioned archive to researchers interested in studying the Paterson Community
4. To inspire other groups, including community groups within Paterson and other chapters of Alpha Phi Alpha Fraternity Inc. to develop similar initiatives/partnerships

Responsibilities

This partnership was formed with the recognition that each of the two entities bring important contributions to the collaboration.

The responsibilities of DML include:

- Continue to collect and share materials with the Museum related to any and all DML activities
- Work with the Museum to find archival materials that were absent from the initial deposit
- Assist the Museum staff with organizing and identifying the above mentioned material
- There is **NO** expected financial contribution from DML, however, monetary contributions towards archival supplies would be accepted and expended by the Paterson Museum Foundation, a 501 (c) 3

The responsibilities of the Museum include:

- Providing advice and expertise regarding archival best practices and safe storage
- Assisting to create and maintain a box list and archival finding aid related to the collection
- Providing the necessary archival materials to safely store the collection
- Providing a space within the Museum's collection storage for the archive to be safely housed
- Overseeing the use of the collection by researchers (within the use guidelines outlined below)
- Reporting back to DML regarding any and all access by researchers and museum staff

Ownership

- DML retains any and all ownership rights to the materials contained within the collection.
- Should DML wish to donate the collection outright to the Museum, that agreement would supersede this partnership agreement.

Liaison

- While the collection may involve the expertise of several Museum staff members and require the knowledge of several DML Chapter Members, for the purposes of consistency, each organization should be represented by a liaison, who acts as the point of contact on all correspondence, projects and additions to the collection
- The Museum's liaison will be the Curator of History. In the absence of the Curator, the Museum Director will stand in as liaison.
- DML's liaison will be the Chapter Historian. In the absence of the Historian, the Chapter President will stand in as liaison.
- In the case of a permanent change to the liaison for either party, said party should notify the other as soon as possible and provide updated contact information.
- The liaisons responsibilities will include the following:
 - Annual exchange of new material
 - Annual movement of material from restricted to unrestricted
 - Sharing Researcher Logs
 - Sharing reproduction requests
 - Sharing restricted access requests

Additions

- In an effort to continue to grow this collection, the DML liaison will collect materials throughout the year related to the Chapter's activities, including but not limited to:
 - Minutes, agendas, and reports related to chapter meetings
 - Photographs, flyers, and documents related to projects and special events
 - Programs and printed material provided at larger Fraternity gatherings on the State, Regional or National level
- Once a year, on or near the second Monday in January, the liaison for DML will deliver the material collected from the previous year to the liaison for the Museum

- In the beginning of the partnership, it is understood that additional materials will be collected from the membership for inclusion in the collection. The delivery of said materials will be at the discretion of the liaisons.

Restrictions

- While it is the purpose of this agreement to create a complete archive of DML's activities, both parties recognize that DML is still an active organization. As such, some of its official records may contain sensitive information.
- All material deemed sensitive by DML will be restricted for a term of 20 years from its creation date. This includes but is not limited to:
 - Minutes
 - Financial Reports
- The collection will include a restricted section, which will be clearly indicated on the box and file folders included.
- The restricted material will be listed on a separate Box List that is created and accessible only by the Museum's liaison and DML members
- Should a researcher (including Museum staff) wish to access the restricted material, they must first complete a restricted access request form, outlining their research aims etc. (Restricted Access Request Form) Only once this request is approved by DML in writing, will the museum DML allow access to the approved restricted material (access may still be restricted to only relevant folders or documents)
- Each year, on or near the second Monday in January, the liaison for DML will oversee the transfer of the oldest files from the restricted section to the main collection, as well as the addition of new material to the restricted section.

Use

- Museum Use
 - As a contributing partner, the Museum will be allowed use of the materials in the unrestricted files for Museum exhibitions and or Museum publications.
 - The Museum **may not** use material from the collection for Social Media posts without first seeking written permission from DML (this does not include general posts about the collection, except when they are accompanied by images which precisely reproduce a piece of the collection)
 - When material from the collection is used internally, the Credit line should read: **From the Collection of Alpha Phi Alpha Fraternity Inc., Delta Mu Lambda Alumni Chapter**
- Researcher Use (including other Museums/ Institutions)
 - Museum staff accessing the collection should be included on the researcher log
 - The collection (with the exception of the restricted materials) is intended to be fully accessible to the public
 - All researchers accessing the collection will be recorded on a researcher log. The log will include the researcher's name and contact information, the boxes accessed, the reason for their research, and the date (Researcher Log)
 - The researcher log will be shared between the liaisons regularly and/or upon request

- Researchers interested in any form of reproduction of material from the collection (including photographing with cell phone) will need to have specific permission from DML prior to the reproduction, using the reproduction request form (Reproduction Request Form)
- All reproduction requests will be shared via the liaisons.
- Requests approved by DML will be followed up with an agreement (Reproduction Agreement), outlining the rights, use and obligations of the researcher
- If reproduction is approved by DML the Credit line should read: **From the Collection of Alpha Phi Alpha Fraternity Inc., Delta Mu Lambda Alumni Chapter, held at the Paterson Museum, Paterson, NJ.**



Kenneth Sumter,
Delta Mu Lambda President

Dec 7, 2023

Date



Shelton Prescott,
Delta Mu Lambda Historian

Dec 7, 2023

Date



Errol Kerr,
Library Board Vice President

12/7/2023

Date



Giacomo DeStefano,
Museum Director

12-7-2023

Date