The following agreement template can be used to clearly lay out the rights of students when participating in a collaborative open textbook project, and the responsibilities of the faculty member to their students. Its purpose is to make sure that students are informed about the requirements of the project and the implications of the license they choose.

Please feel free to adapt it or extend it as you see fit for the purposes of your class, and share any feedback that may improve the template for future uses.

Memorandum of agreement

# AGREEMENT TO CONTRIBUTE TO OPEN TEXTBOOK

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to participate in the creation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an open textbook, in collaboration with my professor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This work will comprise [part of] my coursework for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [class/course name].

I understand that inclusion of my work in the final text is conditional upon my willingness to license my contributions under a CC-BY license.

I have read the Guide to Creative Commons Licenses and understand that a CC-BY license allows others to share, use and adapt my work so long as they attribute me as the original author.

I understand that I have the right to request that my name and/or work be removed from the original text, or change the license on my contributions at any stage prior to publication.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to work with my student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the creation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an open textbook in [partial] completion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [class/course name].

I commit to supporting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ throughout this project, and ensuring they have the knowledge and resources they need to be an informed contributor.

I agree that the student may request that their name and/or work be removed from the original text or change the license on their contributions to this work at any stage prior to publication of the work.

I confirm that the student’s decision to change the license they place on their work or to not participate in the project will not impact on their course assessment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_