

LINCS Project Charter

24 August 2020 | version 1.0

Core Values

The objectives of LINCS are to:

- produce a Canadian LOD infrastructure for Canadian cultural scholarship comprised of:
 - a Conversion toolkit by which LINCS will mobilize, enrich, and interlink research data;
 - a national linked data Storage system; and
 - an Access system to filter, query, analyze, visualize, and annotate cultural materials; to modify, evaluate, correct, or reject automated semantic enrichments; and to allow others to use the conversion tools.
- ensure that the infrastructure as developed serves the needs of humanities researchers in Canada with respect to LOD through the themes of “Making Connections,” “Navigating Scale,” and “Building Knowledge,” and as those needs develop in response to LINCS activities and the broader research and technical environments;
- promote LINCS infrastructure and activities to humanities researchers within and beyond Canada;
- work to support and, as appropriate and feasible, collaborate with other complementary research and infrastructure initiatives, nationally and internationally.

This charter is designed to guide how participants in the LINCS Project commit to relating to each other to achieve these outcomes.

In addition, we endorse the values and practices articulated in the following documents that have emerged from various communities and contexts:

- [A Student Collaborators' Bill of Rights](#)
- [Postdoctoral Bill of Rights](#)
- [Contributors Covenant](#)
- [Collaborators' Bill of Rights](#)
- [ICMJE Guidelines on the roles of authors and contributors](#)

This is a living document that we will revisit and revise as occasions for doing so arise or as we are invited to by participants. Anyone with questions or who wishes to open up discussion of this document is invited to contact the LINCS project manager at lincs@uoguelph.ca.

Principle	Policy
<p>Participation</p> <p>We recognize that different people will have different levels of involvement and responsibility/commitment.</p>	<p>See the participants document (Version 1.0) for an outline of roles and responsibilities of participants. Participants will be asked to add their LINCS role/s to the bottom of this Charter before signing.</p> <p>Students are participants of the project in their own right. It is the responsibility of the LINCS faculty/librarian/developer supervisor to inform their students about this Charter.</p>
<p>Progress</p> <p>We intend this work to move forward at a steady pace, given due awareness of unanticipated life events.</p>	<p>Project participants will make every effort to attend meetings as arranged and to keep in regular contact by email or other electronic means. Frequent absence may result in being warned, then cautioned, then asked to leave the team.</p> <p>Project participants will jointly establish and attempt to meet self-imposed deadlines, in part through providing the project administrator with lists of commitments, so that reminders will be sent out as a matter of routine.</p> <p>In the event the task is overdue by a considerable amount of time (for instance, whichever is lesser—two months, or double the original timeframe), other participants may at their discretion notify the offender that the task will be re-assigned, without prejudice to the constitution of the team or the public credit of any participant.</p> <p>Project phases will be arranged so as to minimize the need for sequential completion of one phase before another can begin: wherever possible, phases will run in parallel, with communication occurring between people as they work on each phase, rather than waiting to communicate until the end.</p>
<p>Reporting</p> <p>We recognize the need to track our work and to report upon it.</p>	<p>Reporting is required by CFI and other funders, and is sometimes required to release payments.</p> <p>Participants will keep track of the work they do for the LINCS project and will report on this work in a timely manner.</p> <p>On an annual basis, participants will send a list of all outputs related to LINCS, including (but not limited to):</p> <ul style="list-style-type: none"> ● Publications: peer-reviewed publications, conference papers, workshop presentations, books, research and technical reports, reference and training tools and materials, blogs and other online publications ● Funding: additional funding secured, formal research collaborations ● Personnel: project hires (including highly qualified personnel, postdoctoral fellows, and graduate and undergraduate students)

	<ul style="list-style-type: none"> • Further ventures: intellectual property rights, spin-off companies
<p>Credit and Intellectual Property</p> <p>We recognize all kinds of work are equally deserving of credit.</p>	<p>Participants should discuss possible publication venues before submitting abstracts or articles.</p> <p>For presentations or papers where this work is the main topic, all participants who worked directly on this subproject should be co-authors. Any participant can elect at any time not to be listed, but may not veto publication.</p> <p>For presentations or papers that spin off from this work, only those participants directly involved need to be listed as co-authors. Others should be mentioned if possible in the acknowledgments, credits, or article citations.</p> <p>Project participants will abide by the LINCS Intellectual Property Policy (Version 1.1; see below) with respect to data, code, and intellectual outputs. This may be complemented by policies and procedures of partner institutions.</p>
<p>Dissemination</p> <p>We are interested in disseminating the results of this project as widely as possible, with credit to us for doing it.</p>	<p>Project participants may refer to LINCS tools, procedures, or collaborations as examples in presentations, papers, interviews, and other media opportunities. They may post any of the material to which they contribute to their web sites. Wherever possible, they should mention the names of the other project participants who were directly involved, as well as the name of the project.</p> <p>The project team will maintain a collaborative project web site, which will contain links to all the presentations and publications of the group.</p> <p>The project team will ensure a logo is available to all participants to add to the above-mentioned methods of dissemination.</p>
<p>Communication</p> <p>We recognize the importance of both internal and external communication to this project.</p>	<p>Project participants should remain in communication with their teams about current work (via email or Slack), and should contact the Project Manager in times they are unable to do so.</p> <p>The project website (https://lincsproject.ca/) is one place that participants can share their achievements publicly. The project Twitter handle (@lincsproject) can be tagged in social media. Participants are encouraged to submit news, achievements, and items of interest from within and beyond the project to the project newsletter (e.g., at lincsproject@gmail.com).</p>
<p>Funding</p> <p>We would prefer for this work to be funded.</p>	<p>Project participants will watch for and notify each other of funding opportunities and participate wherever possible in the writing of appropriate grant proposals.</p>
<p>Dignity</p>	<p>We will strive to maintain a tone of mutual respect whenever we write or meet, and to forgive lapses if they occur.</p>

<p>We wish to communicate in such a way as to preserve professional dignity.</p>	<p>We will attempt to keep communications transparent, for example, by copying everyone involved in any given discussion, and by directly addressing with each other any questions or concerns that may arise.</p>
<p>Goodwill</p> <p>We would like to foster goodwill among all the participants.</p>	<p>In making financial decisions, we will attempt to allocate resources in ways that indicate commitment to each of the people on the team.</p> <p>Participants will also watch for and notify each other of opportunities for commercialization and licensing. Any commercial agreements or plans will be made so as to include and equally benefit all participants.</p> <p>We will strive to be a group working toward different parts of a larger, coherent and important whole—one that promises to exceed the sum of its parts.</p>
<p>Risk and Harm</p> <p>Certain activities are more likely to result in harm or threat for some participants than others, especially (but not exclusively) in regards to security online.</p>	<p>Participants should make their own decisions regarding their safety, and be respected and supported for those decisions.</p> <p>We will bear power imbalances in mind when making requests of one another.</p> <p>We will avoid assuming that every participant has the same needs, and plan (and listen) accordingly.</p> <p>We will give particular attention to the realities of international collaborators since those might be less visible to some of us. We will work to maintain awareness that some disabilities and oppressions may not be apparent.</p> <p>We will create opportunities for networking and community building that do not centre on alcohol consumption. We recognize that not everyone has access to the same set of resources (time, money, travel, access to support systems, etc.) and will provide a variety of methods of involvement.</p>
<p>Conflict Resolution</p>	<p>Conflicts or grievances related to the LINCS project itself will where possible be handled via the lines of authority and communication outlined in the LINCS organizational structure, with a member of the Executive Committee copied on all documentation of the issue and its resolution. The Project Manager will act as an ombud, should informal guidance for how to proceed be desired. Decisions will typically be handled by the Executive Committee. Should this arrangement prove insufficient, for instance if a conflict involves someone in the line of authority, the Executive Committee will seek advice on how to handle the situation in consultation with some or all of the relevant University's or Research offices, or the chair of the Advisory Board. Grievance or conflict settlement may result in a request for leave, resignation, or dismissal, in which case the appropriate policies will be followed depending on the individual and situation involved.</p>

	Conflicts and grievances related to employment will need to be handled according to the processes of the institution or organization involved.
Privacy	We wish to respect each participant's privacy, adhering to ethical guidelines about communication and information sharing, while continuing to encourage a community mindset.
Future Phases We understand that the work we do on this project may have future phases. Modifications and additions may be made to further the project by other participants.	To enable future work, participants will store in a shared drive all collaboratively or project-produced documents, presentations, images, including all native files for designs and illustrations in unflattened and editable form. Where copyright restrictions do not apply, fonts should also be included in shared files. Code shall be shared with open licenses as noted in the IP policy. Insofar as ethics clearances allow, project-specific (rather than contributed) data backup will be provided through central project servers or cloud drives. As projects progress to new phases, each participant will have the right of first choice over whether or not to continue with the project.

Name (please print)

Supervisor name (for student participants)

Signature

Supervisor signature

Date

Institutional affiliation

Participation type (please list all)

Appendix A: Intellectual Property (section 7.1 and Schedule F-1 of LINCS Project Co-operation IIA)

7.1 Intellectual Property

(a) Ownership, rights, privileges and obligations with respect to the Intellectual Property shall be in accordance with applicable Canadian law and the respective intellectual property policies and collective agreements of the Member or Members whose employees or students created the Intellectual Property.

(b) Except for Confidential Information, the Members agree to make all data resulting from LINCS tools, freely available to the public for reuse under the licensing terms and conditions of a Creative Commons Attribution-NonCommercial 4.0 International license. The Members agree that certain subsets of data produced by LINCS, such as that related to Indigenous or Traditional Knowledge, may require different hosting arrangements or may not be freely shared.

(c) The Members agree to make Information, excluding the entity and relationship data referred to in paragraph (b) above, and Computer Software developed during and within the scope of LINCS available to each other and to the general public under an open source license. LINCS recommends the use of the MIT license. If another license is required, it should be chosen from the license list provided by opensource.org; the license must also be approved by the LINCS Executive Committee before use. Applicable licensing terms are set out in, respectively, Schedule “F-1”.

(d) Copyright in scholarly works and publications will remain the property of the author.

(e) Title to all Intellectual Property held by any Member of the LINCS Consortium or person prior to this Project Co-operation IIA or created outside the scope of LINCS, shall remain with that Member or person in accordance with their respective institutional policies on intellectual property.

(f) Students and participants in the LINCS project will be made aware of the LINCS intellectual property ownership and licensing policies by their Local Team Leader, in addition to any existing institutional Project Participant Agreement (PPA) pursuant to which they acknowledge that they have read, understand, and agree to the terms and conditions of the Project Charter and the licensing terms set out in Schedule “F-1”.

Schedule “F-1”

Linked Infrastructure for Networked Cultural Scholarship (LINCS) Information Open License Terms and Conditions

The following are terms and conditions governing your use of the Information. Your use of any Information indicates your understanding and agreement to be bound by these terms and conditions. If you do not agree to these terms, and conditions you may not use the Information.

LINCS may modify these terms and conditions at any time, and such modifications shall be effective immediately upon posting of the modified terms and conditions on the LINCS website. Your use of the Information will be governed by the terms and conditions in force as of the date and time you accessed the Information.

Definitions

"Information" means any data files, data bases, tables, graphs, maps, text and reports of which LINCS is the owner or a licensee of all intellectual property rights and made available to you in accordance with these terms and conditions, at cost or no cost, either on the LINCS website or by other means as a result of a contract for goods or services.

"LINCS" means, the Linked Infrastructure for Networked Cultural Scholarship (LINCS) and its members, individually or collectively, which are as follows: University of Guelph; McGill University; University of Toronto, York University, University of Ottawa, University of Saskatchewan, University of Alberta, and University of Victoria.

"Output" means any subsequent work created using the Information, including products you have produced by adapting or incorporating the Information, in whole or in part, in accordance with these terms and conditions.

License Grant

Subject to these terms and conditions, LINCS grants you a worldwide, royalty-free, non-exclusive license to:

- use, reproduce, publish, or freely distribute, Information for non-commercial purposes.
- use, reproduce, publish, or freely distribute, Output for non-commercial purposes;
- sublicense any or all such rights for non-commercial purposes, under terms consistent with these terms and conditions.

In doing any of the above, you shall:

- reproduce the Information accurately;
- not use the Information in a way that suggests that LINCS endorses you or your use of the Information;
- not misrepresent the Information or its source;
- not charge any fees for the Information or Output or alter or modify any Information that is a report;
- use the Information in a manner that does not breach or infringe any applicable laws;
- not merge or link the Information with any other databases for the purpose of attempting to identify an individual person, business or organization; and

- not present the Information in such a manner that gives the appearance that you may have received, or had access to, information held by LINCS about any identifiable individual person, business or organization.

If you wish to use LINCS Information for any purpose other than those explicitly stated in this license, then you must contact the LINCS project for permission [insert contact information].

Intellectual Property Rights

Intellectual property rights, being any and all intellectual property rights recognized by the law, including but not limited to, intellectual property rights protected through legislation, in any Output created by you shall vest in you.

Intellectual property rights that LINCS may have in the Information shall remain the property of LINCS. Intellectual property rights that third parties may have in the Information shall remain their property.

Acknowledgment of Source

(a) You shall include and maintain the following notice on all licensed rights of the Information:

Source: LINCS, name of product, reference date. Reproduced and distributed on an "as is" basis with the permission of the members of the Linked Infrastructure for Networked Cultural Scholarship.

(b) Where any Information is contained within Output, you shall include on such Output:

Adapted from LINCS, name of product, reference date. This does not constitute an endorsement by the members of the Linked Infrastructure for Networked Cultural Scholarship of this product.

You shall not include on any reproduction of the Information or any material relating to your Output, or elsewhere:

(a) the name, crest, logos or other insignia or domain names of LINCS or any of its members without written authorization from LINCS and its members. Request for authorization may be addressed to the Local Project Leads, who will consult with member institutions as needed.

(b) any annotation that may be interpreted as an endorsement by LINCS or any of its members of Output or that would imply that you have an exclusive distribution arrangement for any or all of the Information or that you have access to any confidential information or information not available to others.

No Warranty and No Liability

The Information is licensed 'as is', and LINCS make no representations or warranties whatsoever with respect to the Information, whether express or implied, in relation to the Information and expressly disclaims any implied warranty of merchantability or fitness for a particular purpose of the Information.

LINCS or any of their officials, servants, employees, students agents, successors and assigns shall not be liable for any errors or omissions in the Information and shall not, under any circumstances, be liable for any direct, indirect, special, incidental, consequential, or other loss, injury or damage, however caused, that you may suffer at any time by reason of your possession, access to or use of the Information or arising out of the exercise of your rights or the fulfilment of your obligations under these terms and conditions.

Term

These terms and conditions are effective as of the date and time you access the Information and shall terminate automatically if you breach any of these terms and conditions.

Notwithstanding termination of this terms and conditions:

1. you may continue to distribute Output for the purpose of completing commitments made before the termination of these terms and conditions provided you comply with the requirements set out in the Acknowledgment of Source clause; and,
2. individuals or entities who have received Output or reproductions of the Information from you pursuant to these terms and conditions will not have their licences terminated provided they remain in full compliance with those licences.

Survival

All obligations which expressly or by their nature survive termination of these terms and conditions shall continue in full force and effect. For greater clarity, and without limiting the generality of the foregoing, the following provisions survive expiration or termination of these terms and conditions: Acknowledgment of Source, and No Warranty and No Liability.

Applicable Law

These terms and conditions shall be governed and construed in accordance with the laws of the province of Ontario and the laws of Canada applicable therein. The parties hereby attorn to the exclusive jurisdiction of federal and provincial courts in the Province of Ontario.