



## Pandemic Diaries Project

### Faculty Submission Guideline

#### 1. CONSENT STATEMENT

As you develop your assignment prompt, ensure that students understand the purpose and parameters of the Pandemic Diaries project:

Students are being asked to participate in the Cal State LA Pandemic Dairies Project designed by Azalea Camacho, Archivist and Special Collections Librarian, and Jamie Zeffery, Digitization Projects Assistant, of the University Library Special Collections and Archives at Cal State LA. The purpose of this project is to document stories, narratives, and experiences of how our campus community is being affected during the COVID-19 pandemic. The digital dairies will serve as a historical record and will be stored in perpetuity in the Cal State LA archives. By creating these historical records and preserving them we can provide a first-hand account of our community for future generations.

Students are being asked to conduct a self-interview with a video or audio recording device of your choice using the provided questions as your guide. This self-interview may be recorded in the location of your choice and should be no longer than 1 hour. Students do not have to answer any questions they do not feel comfortable answering. Students will be asked to state their name in the recording, but if they choose to remain anonymous, they may use a pseudonym as well as conduct an audio-only recording. The recording submitted will be made available to the public for research through the Cal State LA Library digital archive and may also be used in public displays or exhibits.

#### 2. TRANSFER TO SPECIAL COLLECTIONS & ARCHIVES

If you are planning to use the Pandemic Diaries as a course assignment, be sure to notify Azalea Camacho, Archivist and Special Collections Librarian at [azalea.camacho@calstatela.edu](mailto:azalea.camacho@calstatela.edu) and provide the following information:

- Assignment Prompt
- Course Syllabus
- Total number of submissions/assignments being transferred

Student digital diaries can be transferred to Special Collections and Archives through the [Pandemic Diaries Submission Form](#). Each student will submit his or her digital diary individually through the submission form.

#### 3. COLLABORATE WITH SPECIAL COLLECTIONS & ARCHIVES

Our Special Collections and Archives project team are happy to provide workshops and class sessions regarding the Pandemic Diaries Project, offering a basic understanding of the archive and how their submission/ assignment will be used and preserved for future scholarship. For more information email [azalea.camacho@calstatela.edu](mailto:azalea.camacho@calstatela.edu).

THIS PROJECT HAS BEEN REVIEWED BY THE CALIFORNIA STATE UNIVERSITY, LOS ANGELES INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH. ADDITIONAL CONCERNS AND COMPLAINTS, OR QUESTIONS REGARDING YOUR RIGHTS AS A RESEARCH PARTICIPANT, SHOULD BE DIRECTED TO THE ASSOCIATE VICE PRESIDENT FOR RESEARCH (Phone number: 323-343-5368).