CLA collection process

Note: The CLA submission list is editable by Steering Group only because it is a legal record.

New code contributions (2013 on)

Good code offered to committers from new source.

Committer checks for existing CLA at Samvera Licensed Contributors and if it does not exist requests CLA manager to initiate process by emailing legal@samvera.org, (or by asking contributor to complete and send an iCLA).

CLA manager manages and tracks application procedure updating the page at CLA submission list as necessary and keeping the committer informed as below

- New contributor entered into CLA submission list in red (iCLA list) and his/her institution into the cCLA list.
- CLA manager sends email to potential committer and his/her institution requesting CLAs. Date sent entered in CLA submission list. Confirm this action to committer.
- CLA(s) returned to legal@samvera.org. Up to two reminders sent (3-4 week intervals); dates entered in CLA submission list.
- Checked CLA filed in appropriate Dropbox folder under 'Software licensing' (iCLA or cCLA) named for the individual or institution.
- Receipt of signed CLA(s) noted on CLA submission list and acknowledgement(s) sent
- If iCLA but no cCLA, developer asked to email legal@ to indicate that s/he has (or does not need) institutional permission to sign an iCLA
- When iCLA (and any necessary permissions) all sorted, developer's entry changed to green.
- When cCLA all sorted institution's entry changed to green and contact details filled in.
- New developer's name and institution added to Samvera Licensed Contributors.
- Committer notified of successful transaction so that code can be accepted.

If, ultimately, no CLA is forthcoming, the relevant code cannot be accepted. Code can be accepted once an iCLA (backed by an email or cCLA) or cCLA is obtained, but the CLA manager should continue to seek the other one of the pair.

Historical...

Existing committers (as at December 2012)

CLA manager (currently Richard) to send email to committers and corresponding partner contacts requesting signed CLA. Date sent entered in CLA status page.

CLA returned to legal@projecthydra.org. Up to two reminders sent (3-4 week intervals); dates entered in CLA status page.

Checked CLA filed in appropriate Dropbox folder under 'Contributor licensing' (iCLA or cCLA) named for the individual or institution.

Receipt of signed CLA noted on CLA status page and acknowledgement sent.

If, ultimately, no CLA is forthcoming, the relevant code will need to be excised.