

## Chatham University Archives Policy for Web-based Collecting

Updated 12/7/2020

### **Purpose**

The Chatham University Archives has been capturing Chatham-related websites via the Archive-It service since June 2016. Sites have been included in these collections because they represent a public face of the university, contain information of long-term historical value about the university, and/or are in alignment with the University Archives collection development policy.

Earliest captures of web-based records focused on the university course catalog. As course description information moved from an annual published paper catalog to online-only distribution, web archiving efforts have facilitated the preservation of and access to old, online course descriptions and academic regulations.

As the web archiving program evolved at the Chatham University Archives, a broader array of sites has been included in the collection to more accurately document the activities of the university community.

### **Scope**

While the core of the web archive is the official Chatham website and the password protected student/faculty/staff portal pages, other third-party pages documenting the Chatham community will be included. Third party pages included in the collection may include social media sites and blogs.

One-time capture of third-party news articles, videos, or other single sites relating to Chatham University may be included in the collection. Please refer to the sections on Copyright & Permissions and Web Archives Collection Limitations in this document for more information.

### **Description and Access**

Selected webpages are described and categorized within our Archive-It site in order to make it easier for a user to find sites related to the following groupings: Academic Schools & Departments, Social Media, Centers, Alumni, Admissions, Athletics, and Student Life.

The Archives will create descriptive metadata using an adaptation of Dublin Core's 15 standard fields. The adaptation was proposed by OCLC's Research Library Partnership Web Archiving Metadata Working Group. The elements, with brief descriptions, are listed below. For more detail, see <https://www.oclc.org/content/dam/research/publications/2018/oclcresearch-wam-recommendations.pdf>

Access to the contents of the Chatham University Web Archives is governed by the Chatham University Access to Records Policy and, in accordance with the professional policies on access adopted by the

Society of American Archivists, the American Library Association, and the Association of Research Libraries<sup>1</sup>, is committed to making research materials available to users on equal terms of access.

Additionally, the University Archives must comply with University policies and regulatory and statutory prohibitions on the release of information. Restrictions are outlined in the Chatham University Access to Records Policy, including those relating to the Family Educational Rights and Privacy Act (FERPA) of 1974, unprocessed material, or institutional records designated by the office of origin to be restricted for a limited term.

### **Copyright and Permissions**

Some captured websites may contain material that is produced by other parties who may claim copyright ownership of such materials. The University Archives acknowledges that capture of content through web archiving does not constitute a transfer of copyright and that copyright of web-based content stays with the creators after capture. Third-party copyright holders who believe their rights have been infringed by inclusion of their content in our archive may contact us at [jkhref@chatham.edu](mailto:jkhref@chatham.edu).

When necessary to capture the look and feel of a crawled site, the University Archives may ignore robot.txt. In cases where robot.txt files block substantive site content, the University Archives may attempt to notify content owners.

### **Web Archives Collection Limitations**

The aim of the Chatham University Web Archives Collection is to capture as much information as possible from the identified pages, while striving to maintain the look and feel of the original content. The completeness of the Chatham University Web Archives Collection is limited by cost, storage, technology, and other resources. For example, some pages will be captured at a set frequency set by JKM library staff. When material is added to and removed from that page between two scheduled captures, that information will not be captured. Every effort will be made to capture dynamic, web-based content, preserve it, and to make it available in a format as close to the original as possible.

### **Long-term preservation**

All data created using the Archive-It service is hosted and stored by the Internet Archive. Duplicate copies of collection data will be stored alongside other digital material in the Chatham University Archives and through use of modern preservation systems.

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<sup>1</sup> [ALA-SAA Joint Statement on Access: Guidelines for Access to Original and Research Materials](#), 1994, Revised 2009 and [ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries](#), 2009.