

University of Victoria Libraries Web Archiving Policy

v.2.2, 2/1/2023, Corey Davis

Purpose and scope

The University of Victoria Libraries preserves digital content that is of value to the University community. Web archiving is the practice of collecting, storing, and providing access to web-based content via a platform like the Wayback Machine from the Internet Archive. UVic Libraries actively engages in web archiving based on its overall collecting priorities, including for Special Collections and University Archives.

Web archiving activities at the Libraries represent a key area of collection development. It is a collaborative activity undertaken by informed professionals. Our collecting activities will focus primarily on areas of existing strength, but never to the exclusion of other materials where there is a compelling use-case based on the strategic priorities of the Libraries.

Therefore, materials are primarily collected in the following areas:

1. University publications, including materials on the uvic.ca domain
2. Websites in support of research and teaching
3. Government documents
4. Websites at immediate risk of loss

The Web Archiving Task Group (WA-TG) helps direct the Libraries' web archiving efforts by providing support and expertise. As part of the Collections Strategy Working Group (CS-WG), the WA-TG's role is to "provide guidance and recommendations...while striving to enhance library collections to meet both existing and evolving teaching and research needs at the University of Victoria." Therefore, for new collections—or significant changes to existing collections—the WA-TG will provide guidance to the CS-WG to ensure that: 1) materials can be effectively captured from a technical perspective; 2) associated storage costs are reasonable; and 3) the time required of staff to collect, describe, maintain, provide access to, and preserve the materials, is manageable.

Access and preservation

Where appropriate and feasible, and where not explicitly restricted at the request of a copyright holder external to the University, the contents of the Libraries' web archive collections will be made publicly accessible via a platform such as Archive-It.

Copyright ownership remains with the owner(s) identified on a collected website and governed by local, national, and/or international laws and regulations. The Libraries assumes no responsibility for the accuracy or lawfulness of the websites or the contents within.

Web archives are preserved according to the UVic Libraries *Digital Preservation Framework* <https://www.uvic.ca/library/assets/docs/dp-framework-2020.pdf> and *Preservation Action Plan for Web Archives*.

Reconciliation, equity, and web archiving

While the technology to create web archives and make them publicly accessible is several decades old, the conceptual frameworks that determine curatorial decisions and collecting practices are still very much in flux. In particular, the many ethical issues that are embedded in the collection, management, and use of openly available web resources have not received the attention they deserve. The Libraries' commits to staying abreast of best practices in this developing area, and to pay close attention to how curatorial decisions and collecting practices might impact and put at risk individuals and communities, particularly those that are under- or mis-represented most commonly in our collections overall. Our web archiving efforts will align with broader efforts at the Libraries and within the University that focus on reconciliation and equity, diversity, inclusion and anti-racism.

Authorization

Material is collected and made accessible for research and private study. When reproducing and using content from the Libraries' web archive collections, we encourage users to review the original website's terms of use. University of Victoria users should also refer to the UVic Copyright website <http://www.uvic.ca/copyright/> and the Copyright Office's Fair Dealing Guidelines <https://www.uvic.ca/library/research-teaching/copyright/fairdealing/index.php>.

Notification, take-down, and opting out

When a site owner authorizes communication of their work to the public without technological restrictions, we view this as their implicit consent to the indexing and caching of their site, as well as making it accessible for research and private study within a web archiving platform that clearly indicates it is part of a web archive collection of the Libraries. Where a site uses technological protection measures to restrict crawling technology specifically associated with

web archiving systems, we may collect the content, but will not make it publicly accessible without providing notification and/or securing permission.

If you are a copyright owner or otherwise have exclusive control over materials presently available through the Libraries' web archive collections, and do not wish your work(s) or website(s) to be available through this collection, please let us know at webarchives@uvic.ca. More information is available on the Libraries website at <https://www.uvic.ca/library/research-teaching/digital-initiatives/webarchiving/>. Any third parties wishing removal of content must make their request via the collected website's owner.

Liability

We endeavor to maintain the integrity of the Libraries' web archive collections by capturing and presenting the information as it was originally made available to the public, and clearly indicating that it is part of a web archive collection at the Libraries. We will not be held liable for the conduct or actions of site owners or those who access and use the collection. We do not assume responsibility for verifying the accuracy of the collected content nor are we responsible for monitoring the collected sites for copyright compliance. A site owner is responsible for the content they communicate to the public by telecommunication and is solely responsible for securing the necessary permissions and releases when required by law. Those who access and use the web archive collections do so at their own risk.

Contact: UVic Libraries Web Archiving team at webarchiving@uvic.ca.