

University of Victoria Libraries: Website Collection Policy

26 March 2015

1. PURPOSE AND SCOPE

We collect web content that contributes to learning, teaching and research at the University of Victoria.

2. ACCESS

Where appropriate and feasible, and where not restricted at the request of a website owner, the contents of the websites that are collected will be publicly available. Maintaining the content without restrictions will ensure access by faculty, staff, students and researchers at the University of Victoria, as well as researchers and scholars outside the institution.

3. OWNERSHIP

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

4. AUTHORIZATION

This material is collected for research and private study. When reproducing and using content from the website collection, we encourage users to review the 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 http://www.uvic.ca/copyright/policies/copyright_act/fairdealing/index.php.

5. NOTIFICATION, TAKE-DOWN, AND OPTING-OUT

When a site owner authorizes communication of their work to the public by telecommunication without technological restrictions, we view this as their implicit consent to the indexing and caching of their site. Where a site uses technological protection measures to restrict crawling technology, we will not harvest the content without providing notification and/or securing permission.

If you are a copyright owner or otherwise have exclusive control over materials presently available through this collection, and do not wish your work(s) or website(s) to be available through this website collection, please let us know. Any third parties wishing removal of content must make their request via the collected website's owner.

Prior to collecting a website, we will inform the site owner of our intent to do so and will provide the site owner with a copy of this policy.

6. LIABILITY

We endeavor to maintain the integrity of the website collection by capturing and presenting the information as it was originally made available to the public. We will not be held liable for the conduct or actions of site owners or those who access and use the website 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 website collection do so at their own risk.

7. CITING RESOURCES IN THE WEB SITE COLLECTION

Citations should indicate: Captured in the University of Victoria Libraries' Web Archives at <http://www.uvic.ca/library/webarchiving>. Researchers are advised to follow standard citation guidelines for Web sites, pages, and articles. Researchers are reminded that many of the materials in this collection are copyrighted and that citations must credit the authors/creators and publishers of the works.

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

Reference: Association of Research Libraries. (2012). *Code of Best Practices in Fair Use for Academic and Research Libraries*. Retrieved from <http://www.arl.org/storage/documents/publications/code-of-best-practices-fair-use.pdf>