

Writing a Web Archiving Policy



This training session was developed in partnership by the International Internet Preservation Consortium (IIPC) and the Digital Preservation Coalition (DPC)



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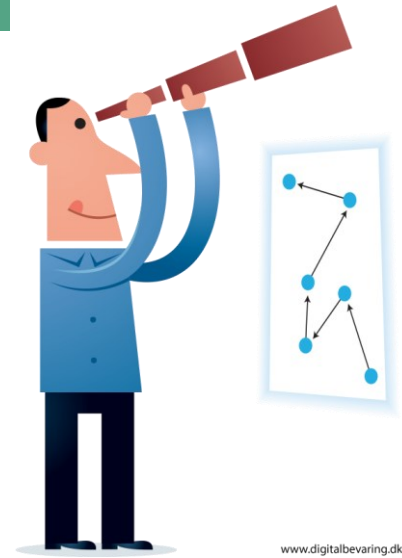
Developing a Policy



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What is a Policy?

- Written representation of the aims and objectives
- Sets the environment for all activities
 - Framework for Business Plan/Strategy
- Influenced by many issues: environmental, political, technical, financial and legal
- Should be flexible and subject to regular review
- Can be difficult to make policy in new & developing areas

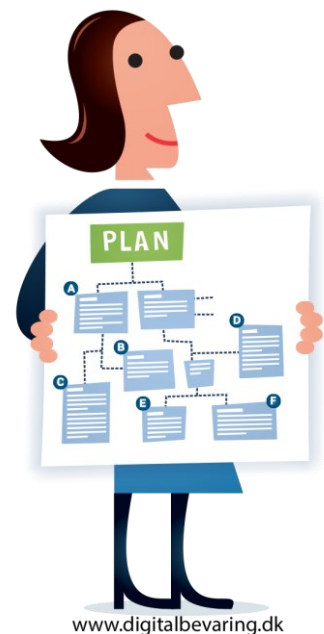


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What is a Web Archiving Policy?

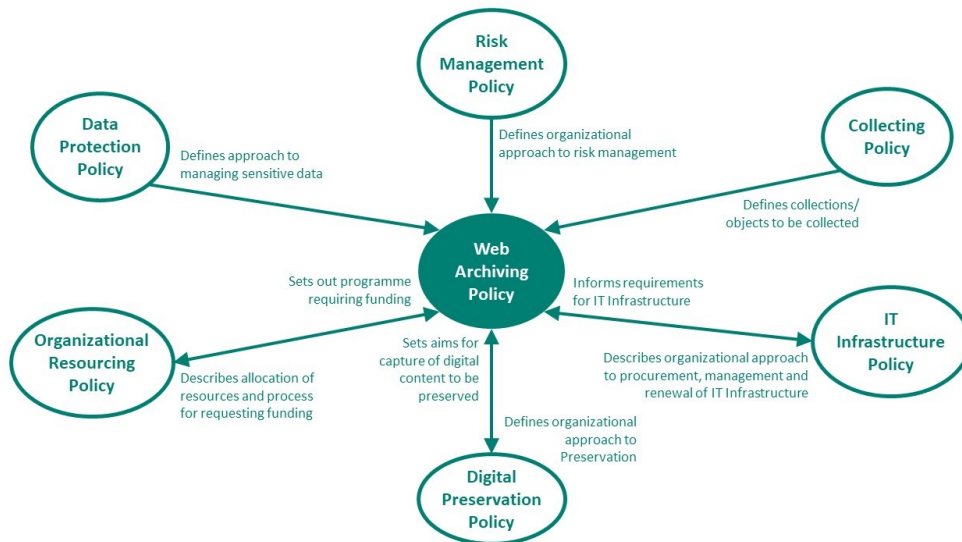
The organisation's aims and objectives about web archiving:

- Strategies and acceptable actions
- Decisions about what websites to keep
- Standards and technologies
- Who the material is being preserved for
- How it will be resourced
- Responsibilities



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Part of a Wider Policy Landscape



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Benefits of a Web Archiving Policy

- Guides staff in their activities related to web archiving
- Supports decision making
- Helps to raise awareness of web archiving
- Gains buy-in from senior management
- Solidifies commitment of the organization
- Supports a business case for web archiving resources



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Developing Your Policy



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What Goes in a Policy?



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Key Questions to Address?

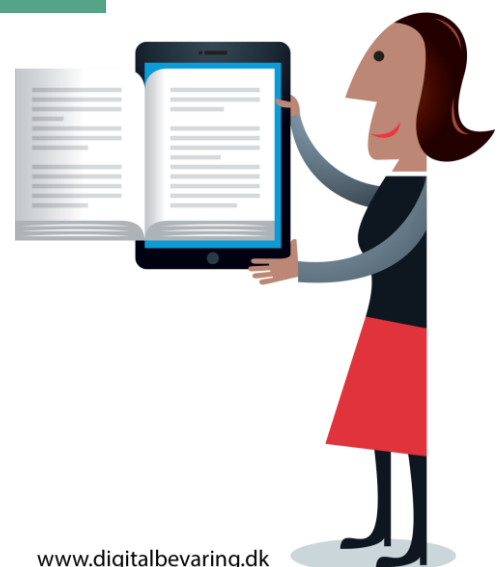
- What is the scope of our activities?
- How will we select which websites to archive?
- What legal issues do we need to consider?
 - Legal deposit
 - Rights
- How frequently will we capture sites?
- What form will the captures take?
- What permissions do we have/need?
- How will we handle content behind firewalls, passwords, or user registration?



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Possible Sections to Include

- Vision and Objectives
- Resources and Workflows
- Access/Use/Reuse
- Preservation
- Risk Management and Legal Issues



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Vision and Objectives

- Describe the context of the web archiving program
- Clearly state goals
 - Institution
 - Web archiving program
 - Policy
- Establish of scope of web archiving activities
- By topic, theme, domain, type of site?
- State the priorities for capture



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Resources and Workflows

- Finance and sustainability
- Staffing and expertise
- Responsibilities
- Potential collaborators
- When/how capture will be carried out
- How to deal with issues such as:
 - Firewalls
 - Password protected content
 - User generated content



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Access/Use/Reuse

- Where will you provide access?
- How will you provide access?
- What support will you give to end users?
- How will you monitor use?
- How will you capture the needs of the end users?



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Preservation

- Processes
- Procedures
- Solutions/Tools
- Standards
- Formats
- Tech Watch



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Risk Management and Legal Issues

- Copyright
- Data Protection
- Permissions
- Take down requests
- Legal deposit



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Useful Resources

- Digital Preservation Handbook – Institutional Policies and Strategies
 - <https://dpconline.org/handbook/institutional-strategies/institutional-policies-and-strategies>
- IIPC – Collection Development Policies
 - <http://netpreserve.org/web-archiving/collection-development-policies/>
- IIPC – Legal Issues
 - <http://netpreserve.org/web-archiving/legal-issues/>
- DPC Policy Toolkit
 - <https://www.dpconline.org/digipres/implement-digipres/policy-toolkit>

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Group Discussion: Web Archiving Policies

In your groups discuss the following:

1. Do you have a web archiving policy?
2. What key things do you think you would need to cover?
3. What obstacles do you think you would face in developing a policy?