Mount Holyoke College Web Archives Collection Development Policy

Last updated July 2014

Summary
This document provides an overview and explanation of the Mount Holyoke College (MHC) Web Archives Collection Development Policy. It has been developed by staff in Archives & Special Collections (ASC) and Digital Assets & Preservation Services (DAPS) to facilitate their collaboration in providing web archiving for the College. The document will identify the objectives, scope, and roles and responsibilities which informs the policy.

Due to continual change in technology, features, and functionality associated with websites, this document will be reviewed once per year and revised as needed.

Description and Objectives of the Archives Collection
The mission of Mount Holyoke College Archives and Special Collections (ASC) is to help people transform their lives and our communities through active participation with history, culture, and creativity. ASC serves as the repository for special collections materials at Mount Holyoke and supports a wide range of patrons including undergraduates, faculty, and other researchers whose work relies on primary source materials, including rare books, manuscripts, media, digital files, and archival records.

ASC develops its collections primarily to support the curricular and research needs of the faculty and students of Mount Holyoke College; thus the collections encompass the broad sweep of a liberal arts education. The Head of Archives and Special Collections is primarily responsible for the development of the collections, in consultation with the department staff, colleagues in the Library, and members of the faculty.

Since 1996 the department has also been designated by the Board of Trustees as the repository for all records of the College of permanent historical value, and in support of that mission collects a wide range of materials documenting the history of the College, including records pertaining to academic programs and courses of instruction, academic departments and committees, administrators and administrative offices, and College museums. Further, the department collects a wide range of historical and biographical materials relating to students, alumnae, faculty, staff, and other individuals connected with the College.

ASC collects archival materials that contain a very broad range of formats and material types including, but not limited to, paper documents, photographs, film, digital files, web sites, sound recordings, and objects.
Objectives of web archiving:

1. Fulfill the requirements of the College Records Policy.
2. Develop a web archives collection, including a searchable online interface for the MHC community, and others, to access archived MHC websites.
3. Create an infrastructure to help preserve the rapidly growing web content of MHC.

Scope of the Web Archives Collection

ASC collects and preserves certain websites and web-based content that falls under our Collection Development Mission. The resulting captured content forms the Web Archives Collection. In order to ensure the preservation and access of the MHC website, the Web Archiving Service (WAS), a web-based preservation platform distributed by the California Digital Library (CDL) has been deployed and is administered by staff from ASC and DAPS in accordance with existing ASC College Records Policy. Mount Holyoke College makes no representation that it will actually preserve any website. Selecting/requesting a website for archival purposes does not guarantee that it will be archived and available.

The scope of the Collection includes the following areas:

- Academic Departments and Programs
- Administrative Offices
- Auxiliary Services and College Operations
- Athletics
- Student and Faculty Projects
- Student Organizations and Campus Traditions
- Blogs and Social Media content related to student life and campus activities, and alumnae

 Archived copies of web sites are made available six months after the date of capture. This delay is in observance of the Section 108 Study Group Recommendations for Web Archiving.

The WAS system does not crawl or capture blocked, password-protected, or user-authenticated content; intranets; network-attached storage; or any other private web content. Only publicly accessible websites and web content is collected.
Access to the MHC Web Archives Collection

The MHC Web Archives Collection is available to the public. Archiving MHC web content without restrictions ensures long term access by faculty, staff, and students, as well as researchers and scholars outside the College. Future captures and collection scope areas may include content that will be archived but not open to the general public.

Ownership, Copyright, and Liability

ASC does not assert ownership rights over the intellectual property of the contents included in the Web Archives Collection. All rights of ownership remain with the content owner(s) identified on the website(s). ASC does not assume responsibility for verifying the accuracy of the archived content, and is not responsible for monitoring the archived sites for copyright compliance.

All requests to reproduce or use the archived content must be sent to the website owner/content provider directly. We cannot authorize use of the material nor will we act as intermediaries to the transaction. Users are responsible for identifying the copyright status of the website’s contents, as well as identifying and contacting the appropriate authority for permission. It is the users’ responsibility to be aware of their obligation to deal fairly with the content.

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

Preferred Citations for Archived Websites

Basic Format:
"Page Title" archived month/day/year. Collection Title, Archives and Special Collections, Mount Holyoke College. Archival URL. (Accessed month/day/year).

Example:

Takedown Policy

Anyone with questions, concerns, or takedown requests regarding content contained in the Web Archives Collection is encouraged to contact ASC in writing via email (archives@mtholyoke.edu). ASC will evaluate takedown requests from the Collection on a case-by-case basis. Mount Holyoke College has the right to remove or takedown any web site...
This policy is liberally adapted from the Bentley Historical Libraries Web Archives Collection Development Policy and the University of Alberta Libraries Web Archiving Policy.