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)

Developing a Policy
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

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
Part of a Wider Policy Landscape

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
Developing Your Policy

What Goes in a Policy?
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?

Possible Sections to Include

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

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
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?

Preservation

- Processes
- Procedures
- Solutions/Tools
- Standards
- Formats
- Tech Watch
Risk Management and Legal Issues

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

Useful Resources

- IIPC – Collection Development Policies
- IIPC – Legal Issues
- DPC Policy Toolkit
  - https://www.dpconline.org/digipres/implement-digipres/policy-toolkit
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?