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
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

1. Establish Purpose
2. Research
3. Develop Structure
4. Develop Content
5. Stakeholder Review
6. Gain Approval
7. Regular Reviews
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

www.digitalbevaring.dk
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

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Useful Resources


- IIPC – Collection Development Policies

- IIPC – Legal Issues

- DPC Policy Toolkit
  - https://www.dpconline.org/digipres/implement-digipres/policy-toolkit
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?