

WEB ARCHIVING POLICY

Effective Date: February 7, 2023**Approval Authority:** Library Administration**Supersedes / Amends :** N/A**Policy Number:** G-24

SCOPE

The scope of this policy covers web archives created and maintained by Concordia University Library.

PURPOSE

Concordia University Library collects and preserves web content to support learning, teaching, and research at Concordia and to help ensure enduring access to at-risk web-based resources for the Concordia community and beyond.

DEFINITIONS

The terms used in this Policy have the following meanings:

“Web archiving” is the process of collecting, storing, and preserving web content and making it available for future research.

“Web archives” are preserved copies of live web content collected for permanent retention and access.

Archive-It is a subscription service provided by the Internet Archive, which allows institutions to build and preserve web archives. The Internet Archive is a non-profit organization that is compiling a historic database of Web sites and other digital content.

POLICY**Collecting scope**

1. Web content is collected in accordance with collecting priorities. These include, but are not limited to the following:
 - Websites that enrich archives preserved by the Library’s Special Collections, including but not limited to the personal website of a donor.
 - Unique web-based scholarly content created by Concordia faculty, students, and affiliated researchers.
2. Web content considered to be at risk of disappearing is prioritized for preservation. Although all websites are inherently unstable and ephemeral, some are at higher risk, e.g., event-based or project-based websites that do not have a long-term stewardship

WEB ARCHIVING POLICY

Page 2 of 5

plan in place. The Library collects web content in a way that is mindful of its resources, including staff time, and data storage. Only web content that is openly and freely accessible is collected. Content that is restricted in any way, such as through authentication or a paywall is excluded.

Acquisition method

3. Concordia University Library web collections are harvested, archived, and accessed through Archive-It. A web crawl captures a snapshot of a web page and stores a copy in the Internet Archive. This material can be accessed through the [Concordia University Archive-It page](#) and the Internet Archive's [WayBack Machine](#).
4. The Library endeavours to preserve and maintain archived web content for future use. A reasonable effort will be made to preserve the original appearance and functionality of a website, but in some instances the web crawler may not be able to preserve the exact form of the site. Archive-It crawls may be supplemented with alternative web archiving tools to capture web content that presents technical issues for capture or display.
5. Frequency of web crawls depends on the frequency and relevancy of updates to the crawled web pages. Web pages may be crawled once or at scheduled intervals to capture changes to the content over time.
6. The harvesting of websites associated with archives preserved by the Library's Special Collections is governed by Special Collections acquisitions policies: [\(T-12\)](#) and [\(SG-8\)](#).
7. Requests for on-demand web archiving will be handled on a case-by-case basis. To submit a request, please contact lib-webarchiving@concordia.ca.

Access

8. 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. The public may consult and search archived websites through the Concordia University [Archive-It site](#). Collections maintained by the Library are identified as such in the "Collector" metadata field. The Library adds Dublin Core metadata (e.g., Title, Description, Subject) at the collection and seed-level to improve findability. Websites may also be associated with Special Collections fonds.

WEB ARCHIVING POLICY

Page 3 of 5

Ownership

9. Concordia University and the Concordia University Library do not assert ownership rights over the intellectual property of the content included in the web archive collection. Concordia University and the Library assume no responsibility for the accuracy or lawfulness of the websites or the contents within.

Authorization/Authorized use

10. Material is collected and made available for the purposes of research and private study. When reproducing and using content from the web collection, users are responsible for identifying the copyright status of the website's contents, as well as identifying and contacting the appropriate authority for permission.

Take-down/Notification/Opting-out

11. When a site owner authorizes communication of their work to the public by telecommunication without technological restrictions, the Library views this as their implicit consent to the indexing and caching of their site. When a site uses technological protection measures to restrict crawling technology, the Library will not harvest the content without securing permission.
12. When collecting web content which the Library reasonably believes to be created or owned by underrepresented groups as defined in the [Report Of The Working Group On Equity, Diversity And Inclusion](#), the Library will strive to adopt a participatory approach informed by ethics of care. When collecting content which the Library reasonably believes to be created or owned by Indigenous communities, the Library will respect the protocols outlined in the University's [Indigenous Elder and Community Protocols](#) document.
13. At the request of a website owner, the Library will evaluate requests for the removal of content from the web archive. The Library will temporarily remove the content from public view within 20 business days of receiving the request while it is evaluated. Any third parties wishing removal of content must make their request via the website owner and take-down requests received from third parties will not be honored. Concordia University Library reserves the right to withdraw any material from its web archive at its sole discretion. To submit a take-down request, please contact lib-webarchiving@concordia.ca.

WEB ARCHIVING POLICY

Page 4 of 5

Liability

14. Concordia University Library endeavours to maintain the integrity of the websites collected by capturing and presenting the information as it was initially published and made publicly available.
15. Concordia University is not liable for materials and content appearing on archived websites, or site owners' or content creators' conduct, opinions, or actions. Concordia University does not assume responsibility for verifying the collected content's accuracy, appropriateness, or compliance with laws nor 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.
16. Concordia University is not liable for the conduct or actions of individuals or groups who access and use the website collection. Therefore, those who access and use the website collection do so at their own risk.

Citing sources in a web collection

17. Citations should reference: Concordia University Library Web Archives, <https://archive-it.org/home/Concordia>. Researchers are advised to follow standard [citation guidelines](#) for web content.

POLICIES CONSULTED

This policy was adapted from University of Victoria Libraries Website Collection Policy, Western Libraries Web Archiving Policy, University of Alberta Libraries Web Archiving Policy, SFU Library Web Archiving Policy, University of Toronto Website Archiving Collection Policy, University of Ottawa Web Archiving Policy, and the University of British Columbia Library Web Archiving FAQ.

RELATED POLICIES

[Special Collections - Collection Development Policy \(T-12\)](#)

[Policy on the Acquisition of Archives \(SG-8\)](#)

WEB ARCHIVING POLICY

Page 5 of 5

QUESTIONS, COMMENTS, OR COMPLAINTS

Questions, comments, or complaints about this policy or its application should be addressed to the Office of the University Librarian:

by email: lib-admin@concordia.ca

or by mail to:

Office of the University Librarian

Concordia University

1455 de Maisonneuve Blvd. West, LB 331

Montréal, Québec H3G 1M8

To submit a take-down request, please contact lib-webarchiving@concordia.ca.

POLICY RESPONSIBILITY AND REVIEW

The overall responsibility for implementing and recommending amendments to this Policy shall rest with Library Cabinet.