Agency & Ethics: A Web Archiving Toolkit

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1. Background Research
   - Benchmark with 23 peer and stretch institutions
   - Research digital archiving scholarship and organizations

2. Tool Exploration
   - Learn policies & procedures for web archiving tools
   - Test archiving with Archive-it and the open source platform Webrecorder

3. Create Documentation
   - Draft documents for web archiving initiative
   - Develop procedures and related forms

MSU Web Archiving Toolkit

- Permission to Archive
  - Seek permission | Email drafted & tested

- Provision for Opting Out of Archiving

- Increase Agency
  - Take down policy | Minimize future risk

- Description & Preservation
  - Data Dictionary | Website Design for Archiving

- Archiving in Practice
  - Selection of Websites | Prototype Web Collection

Need
The Special Collections and Archival Informatics department had not established a web archiving program as part of their workflow. After obtaining a subscription to Archive-It they were ready to implement a web archiving program with limited staff time to dedicate to the initiative.

Impact
This project supports objective 2.3 of the MSU Library Strategic Plan: “Expand, diversify, and adapt collections and services.” The work consistently considered ethical implications of capturing web content from internal and external stakeholders.

Outcome & Next Steps
Documentation and materials from the toolkit will help ensure a sustainable future of web archiving at MSU Library.
Continued collaborative research into modeling risk factors of web content including: the right to be forgotten, responsible reuse and licensing, pros/cons of opening web data for analysis.