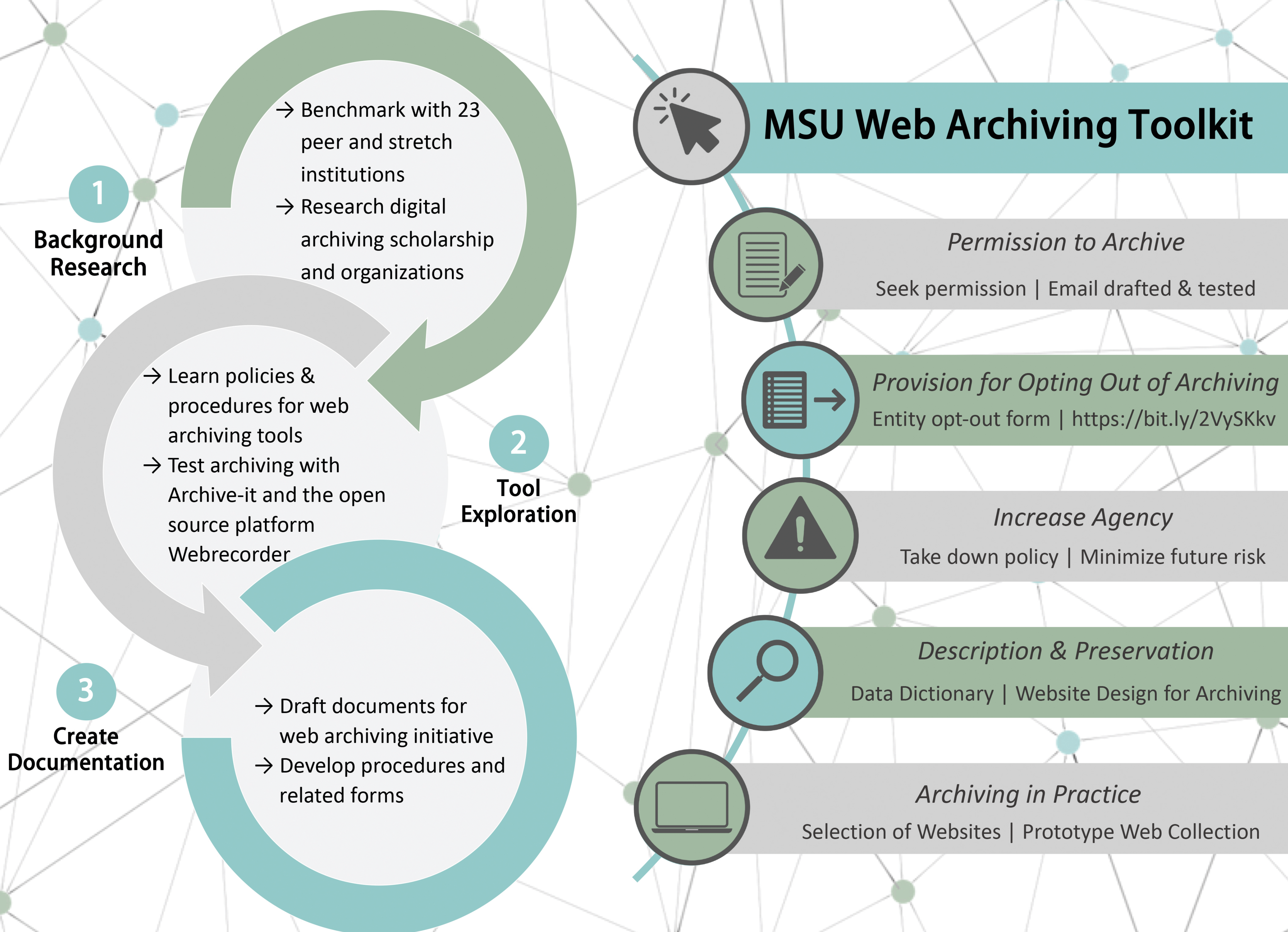# Agency & Ethics: A Web Archiving Toolkit

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1

Background Research

→ Benchmark with 23 peer and stretch institutions
→ Research digital archiving scholarship and organizations

→ Learn policies & procedures for web archiving tools
→ Test archiving with Archive-it and the open source platform Webrecorder

2

Tool Exploration

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
Entity opt-out form | https://bit.ly/2VySKkv

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

MONTANA STATE UNIVERSITY | LIBRARY

Information School — UNIVERSITY of WASHINGTON

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.