Coates Library Web Archiving Policy

Coates Library’s Special Collections and Archives is responsible for identifying and preserving the historical record of the university for future scholarship. In accordance with this mission, we gather web content about university activities using Archive-It.

Coverage:
Our focus is on documenting official and affiliated Trinity University websites including university administrative units, academic departments, student organizations, and university publications and events. This includes both webpages as well as social networking sites. Most sites will be crawled on a semi-annual or annual basis.

We do not ordinarily archive faculty or student personal webpages, but please contact us if you would like us to crawl your website. Also, if you are a member of a Trinity University office or student organization that does not have “trinity.edu” in the URL of your website, please let us know by emailing archives@trinity.edu.

Preservation and Access:
Coates Library has partnered with Archive-It in order to capture and preserve our campus web presence. Information on Archive-It’s storage and preservation practices can be found https://webarchive.jira.com/wiki/display/ARIH/Archive-It+Storage+and+Preservation+Policy.

Archived websites are available for public viewing at https://archive-it.org/home/trinityuniversity and will be hosted by Archive-It in perpetuity. In the future we will also be adding information on our archived websites to Archon and the library catalog.

Copyright:
It is the sole responsibility of the user to determine the copyright status of any material in the archives before publication. If reproducing content from the web archive, we strongly suggest users identify the copyright holders of that material and contact them directly. Please contact us at archives@trinity.edu if you have any questions.

Take Down:
If you are the owner of one of the websites we archive and would like us to take down content, please contact us at archives@trinity.edu. We will evaluate requests on a case-by-case basis. If you are a third party and believe your content in our archive has been included in violation of copyright law, please contact directly the owner of the website using your content.

References:
2) Olin Library Web Archiving Policy, Rollins College

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