

## **Austin Seminary web archives policy**

**Submitted by Kristy Sorensen: May 1, 2015**

**Approved by Cabinet: May 13, 2015**

### **Purpose**

The Austin Seminary Archives mission statement reads, in part: "Austin Seminary Archives serves as the repository for the documentation of the Seminary's administrative activities and educational programs, its publications, memorabilia, audiovisual records, photographic records, and the occasional memoirs and personal papers of the Seminary's faculty."

Much of the current documentation of Austin Seminary and its students, faculty, and staff is hosted on the seminary website and other official and unofficial third-party sites relating to the seminary. In order to preserve this documentation for the future, Austin Seminary has contracted with Archive-It (<https://www.archive-it.org/>) to create and maintain a digital archive of our online presence.

### **Staff**

The Austin Seminary web archive will be maintained by the seminary archivist (Kristy Sorensen, Associate Director of the Library and Head of Archives and Records Management). Any questions about this policy or suggestions for further development should be directed to the archivist.

### **Scope**

The scope of the Austin Seminary web archive is limited to documenting the institution and its students, faculty, staff, and alumni.

The core of the web archive is the official seminary website ([www.austinseminary.edu](http://www.austinseminary.edu)) and the password protected student/faculty and staff portal pages. Official third-party pages like the Seminary's Facebook and Twitter pages will also be included. Additional pages documenting student groups, course blogs, and other seminary-related content can be submitted to the archivist for review and possible inclusion in the web archive. One time archiving of news articles, videos, and other single pages relating to Austin Seminary can also be suggested for inclusion.

*Note:* Because of their size and the protected nature of their content, individual course and group pages on the password protected portal are not automatically included in the web archive. These materials are archived in FinalSite and may be considered on a case-by-case basis for inclusion in the web archive in the future.

### **Limitations**

Our goal is to capture as much information as possible from the identified pages, while striving to maintain the look and feel of the original content. The completeness of the Austin Seminary web archive is limited by cost, storage space, and technology. Because of a data budget based on our subscription level, we will not be able to save a complete archive of all web content. "Snapshots" of pages will be archived on a set frequency, set by the archivist, based on how often they are updated. This frequency

can be adjusted as needed. Material that is put up and taken back down between the pre-set “snapshots” of the site will not be included in the web archive. In addition, some technologies (for example, new video formats) may not be captured by the archiving system or may not display in the way they were originally intended.

### **Privacy**

All archived material will be subject to the Family Educational Rights and Privacy Act (FERPA), and access to any material relating to student work or grades or other student educational records will be restricted to authorized seminary staff. Material relating to student course work may be released to the public archive on a case-by-case basis with written permission from the student. Access to any material that was originally placed in a password-protected context will be restricted to authorized seminary staff. A researcher may request written permission from the Academic Dean to receive copies of restricted material or conduct their own research in restricted portions of the web archive.

### **Preservation and Access**

In addition to the two copies of all archived data held by Archive-It as part of our contract, the archivist will periodically download a local backup of the seminary’s web archive.

Access will be provided by Archive-it through a robust full-text search function or date-based browsing through their “Wayback” viewer. Publically accessible material will be available through the Archive-It website (<https://www.archive-it.org/home/austinseminary>). Restricted material will be available to authorized seminary staff through a password protected page on the Archive-It website. Searches of and access to restricted material should be directed to the archivist.