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Cluster Archive Policies

Cluster Archive Steering Committee

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Cluster Archive Policies

The following policies explain the principles, responsibilities, and guidelines for the **Cluster Archive resources** in Plymouth State University's digital repository, Digital Commons @ Plymouth State.

These policies will be reviewed annually by the Cluster Archive Steering Committee.

Purpose

Plymouth State is undergoing a whole-system reorganizational restructuring. Born-digital records, both those generated organically as part of the change process as well as those intentionally created to document our evolution, have potential to support future decision-making and assessment and to document our history.

These records need to be collected and managed in an effective way that maximizes their value, and the value of the work they represent. As such, they should be preserved in a digital archive designed for that purpose. The Cluster Archive organizes, makes accessible, and preserves resources documenting Plymouth State's transition to this new organizational framework and showcases the products of cluster projects.

Scope

All records related to the organization transformation and cluster projects at Plymouth State University will be considered for inclusion so as to provide an objective representation of development toward a cluster-based administrative and educational structure. The archive is only valuable in as much as it presents accurate documentation of both the challenges and successes of the process.

Records comprise many different formats, such as text documents, images, and video recordings. The archive may contain both born-digital records as well as digitized versions of print records.

Examples of record types include but are not limited to:

- Forum and meeting notes and recordings
- Campus communications
- Cluster project documentation
- Blog posts
- Media reports
- Web pages

Who maintains the Digital Commons?

The Digital Commons is maintained by Lamson Library at Plymouth State University, and is powered by bepress Digital Commons. It provides open and restricted access, long-term digital preservation, and full-text searching for institutional resources.

Who manages the Cluster Archive?

Cluster Archive Steering Committee (CASC) is comprised of seven members:

- Digital Projects Librarian
- Faculty member from the Arts & Technologies Integrated Cluster
- Museum of the White Mountains representative
- Scholarly Communications Librarian
- University Advancement representative
- University Archivist
- Videography Specialist

The CASC will:

- Set policy and procedure related to access to cluster archive materials, workflows, and materials appropriate for inclusion in the archive.
- Coordinate with cluster leadership the collection of cluster meeting minutes, cluster mission statements, project proposals and annual reports, and other text-based related material.
- Receive and organize materials for inclusion in the archive, including high level documents and the final products of cluster projects.
- Work with faculty as cluster projects are completed to identify appropriate materials for the archive, including text, image, and audio/visual resources.
- Actively pursue copies of relevant materials created before the creation of the CASC.

The Library Subcommittee (University Archivist, Digital Projects Librarian, & Scholarly Communication Librarian) will guide the implementation of the cluster archive, including creating policies and procedures pertaining to metadata and digitization standards.

Open Access Policy

All material in the Cluster Archive, unless stated otherwise, is freely available for users around the world to view and download. Except as allowed by fair use (Title 17, §107 U.S.C.) users may not reproduce, republish, perform, alter, transmit, distribute, or use for commercial purposes any work from this web site in any physical or digital form without the permission of the copyright owner.

In select cases as determined by the Cluster Archive Steering Committee, certain material may only be available to Plymouth State University faculty, students, and staff.

Takedown Policy

You have grounds for a complaint if you believe that material in the collection infringes on your or another's copyright or is otherwise unlawful.

To submit a complaint, contact the Cluster Archive Steering Committee at:

psu-clusterarchive@plymouth.edu

or

Cluster Archive Steering Committee
Lamson Library, Plymouth State University
MSC #47
Plymouth, NH 03264

Include the following information in your correspondence:

- your contact details
- item description(s) and URL(s)
- nature of complaint

When a complaint is received the Cluster Archive Steering Committee will:

- acknowledge receipt of the complaint.
- remove the item temporarily from the repository while the complaint is investigated.
- investigate the validity of the claims and seek to verify identity and authority of complainant.
- contact complainant concerning the findings of the investigation and the resolution of the complaint.

The Cluster Archive Steering Committee will seek to resolve the issue to satisfaction of all parties. Possible outcomes include:

- The item is restored to the repository without any changes.
- The item is replaced in repository with changes, under embargo, or with access restricted to the PSU campus.
- The item is permanently removed from the repository. Metadata for the resource will remain in repository.

This document will be made available from the Cluster Archive main page,

<http://digitalcommons.plymouth.edu/clusters/>

Approved by Cluster Archive Steering Committee on 7/12/17