

Indiana State Library

Digital Collections Access, Redaction and Removal Policy

Purpose

Throughout its history, the Indiana State Library (ISL) has cultivated and made available to the public strong collections in the fields of Indiana history and culture, Indiana and United States government, Indiana newspapers, and genealogy and family history resources. ISL's collections in these areas support research by state agency employees, scholars, genealogists, librarians, students, and the general public. As part of ISL's commitment to provide resources to researchers, many items from ISL's collections and the collections of ISL's partners (other libraries, colleges and universities, and other historical repositories) have been digitized and made accessible through ISL's website.

User Access Guidelines

ISL supports open access and strives to make its digital resources accessible to everyone for the purpose of education and research. The digital materials are provided "as is" and ISL makes no warranties of any kind, express or implied. Many of the digital resources provided by ISL are protected by the U.S. Copyright Act and other intellectual property laws. Use of some items may also be subject to additional restrictions imposed by the copyright owner and/or the holding institution. Individuals using ISL's digital resources are responsible for determining any use limitations for the items they are interested in using. Please contact ISL or the contributing partner (if applicable) for additional information regarding the copyright status of a particular digital image. When using items from ISL's collection, users must give proper credit to the contributing partner (if applicable) and the State Library digital collection system from which the digital image was retrieved.

Redaction and Removal Guidelines

In order to maintain the integrity and comprehensiveness of ISL's collections, ISL staff may not remove or redact content that was previously lawfully published, including but not limited to, newspapers, magazines, journals, books, newsletters, materials in the public domain, and materials added under a valid, signed, digital rights agreement. Additionally, ISL staff may not remove or redact content that is considered a public record subject to public disclosure under state or federal law. This includes but is not limited to marriage records and some birth and death records. Removals and redactions render our collections inconsistent, and inconsistencies can hinder the trustworthiness and scholarly value of our collections.

Exceptions to this policy are as follows:

1. Content that contains protected personal information will be evaluated by ISL for removal. This includes: health information, student records, social security numbers, driver's license numbers, and certain financial information such as bank account numbers and credit card numbers.
2. Requests for removal and redaction of materials which have not been previously published, such as content contained within collections of archival documents or photographs, will be considered on a case by case basis.
3. ISL will work with rights holders to remedy claims that a digital image accessed through ISL's website has been made available without the proper permissions granted by the rights holder.

Please contact statewideservices@library.IN.gov with any questions, to report a copyright violation, or to request content removal.

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Portions of this policy were taken or adapted from:

"UNT Libraries' Digital Collections Usage and Feedback Policy." University of North Texas Libraries. <https://www.library.unt.edu/policies/other/unt-libraries-digital-collections-usage-and-feedback-policy> . Accessed 2/2/2016.

Approved by the ILHB 2.26.16