

Brown University Web Archiving Policy

Updated May 28, 2025

John Hay Library Policy Outline

What we collect:

- Web and social media content produced by Brown University administrative offices, schools, academic departments, institutes, centers, special programs, student organizations, and alumni relations.
- Websites from organizations and individuals whose records or papers are held in the John Hay Library Special Collections.

For concerns or more information about our collecting practice, please contact the University Archivist.

What we do not collect:

- Human resource records or student records protected by FERPA
- Full YouTube account pages
- Websites behind a paywall and require a log-in to access content
- Personal faculty sites and social media accounts. Exceptions may be made under certain circumstances with the permission of the University Archivist
- Brown University in the news

Partnerships:

- [Ivy Plus Libraries Web Collecting Program](#): Curators and archivists with an interest in collecting outside Special Collections collecting areas may want to propose a collecting area to the Ivy Plus Web Collecting Program.

Tools Used

- We use Archive-it (a service supported by the Internet Archive), Webrecorder, Conifer, Perma.CC to archive websites and social media.
- As web content and social media platforms change, we may explore new archiving tools to collect and preserve this material.

Access

- Publicly available collections on Archive-it Organization Page (<https://archive-it.org/organizations/1030>)

- Finding Aids published in Rhode Island Archival and Manuscript Collections Online (RIAMCO) (<https://www.riamco.org/>)
- Due to the nature of some social media platforms, dynamic websites, and current technologies, we are unable to preserve all content across platforms on an ongoing basis.

Take Down Policy

Archived websites are made accessible for purposes of education and research. If you hold the rights to materials included in our archived website collections that you or your community did not give permission to and would like removed, contact John Hay Library at hay@brown.edu. Please describe and include URLs to the material in question.