

Addendum to Deed of Gift: Electronic Records

The Donor acknowledges that the University Library acquires born-digital content with the intent of making them available for an ongoing or indefinite period of time. In order to accomplish this, University Library staff may need to transfer some or all of the contents from the original media as supplied by the donor to new forms of media to ensure their ongoing availability and preservation. The donor grants the Library rights to make preservation and access copies of materials in the collection and to make those copies available for use.

Library faculty and staff may work with other university staff or outside contractors to store, evaluate, manage and or analyze materials in the collection. Any such arrangements must abide by the terms of this agreement.

Do you grant permission to crack passwords or encryption systems, if any, to gain access to the born digital data?

_____ Yes
_____ Yes under the following conditions:

_____ No (If no, such materials will not be retained by the Library.)

Do you grant permission to recover deleted files or file fragments, if any, and provide access to them to researchers?

_____ Yes
_____ Yes under the following conditions:

_____ No

Do you grant permission to preserve and provide access to log files, system files, and other similar data that document your use of computers or systems, if any are received with the born digital content?

_____ Yes
_____ Yes under the following conditions:

_____ No

Privacy

University Library staff will review the born-digital content in the collection in an attempt to identify and remove records that contain private information such as social security and credit card numbers, health and other potentially sensitive content. We will contact you for additional instructions concerning these materials, and they will be removed from the collection upon your request. Please indicate below your awareness of materials that may sensitive electronic information.

_____To the best of my knowledge, these materials do not contain sensitive electronic information. OR

_____I believe that the materials are likely to contain private or sensitive information such as:

_____Social Security numbers

_____Passwords or PINs

_____Credit Card numbers

_____Financial records

_____Medical records

_____Licensed or pirated software

_____Other materials that have specific privacy concerns, please specify

Materials Not Retained by the Library

In the event that the library locates duplicative materials within the collection or materials that are not of enduring research value the Library will remove, discard and/or destroy said materials. In the case of media carriers for born digital content, the Library will either return them to the Donor or physically destroy them after the content has been migrated to new media and verified.