# Proposed Policy on Digital Object Storage Space in ArchivesCANB

## 1.0 Introduction

In 2020, the digital object storage space in ArchivesCANB reached capacity. Many solutions were considered. Three possible solutions were voted on by the CANB member in 2021 to determine which solution members would like to see implemented. The chosen solution was each CANB member institution will receive 1 GB of digital object storage space in ArchivesCANB included in their annual membership with the option to purchase additional storage space.

## 2.0 Purpose

This policy has been created to provide both CANB and CANB members clear requirements and fees for purchasing extra space for digital objects in the ArchivesCANB database in addition to the free 1GB of storage space included in the CANB membership. The policy also outlines what will happen in the event of non-payment as well as an appeals process.

## 3.0 Scope

This policy applies to all requests to purchase extra storage space in ArchivesCANB for digital objects, whether the digital object (in its associated/attached text description) is published or draft.

This policy does not address within its scope the 1 GB of free storage space offered to Institutional Members for free with their CANB membership.

This policy also does not cover digital object metadata or the text description that is associated with digital objects.

## 4.0 Policy Statement

The CANB Archives Advisor and the CANB Executive Committee are committed to providing extra storage space for digital objects for an annual fee to Institutional Members who request this service.

## 5.0 Requirements

#### Introduction

5.1 Only Institutional Members in good standing are eligible to request extra storage space for digital objects.

5.2 Digital objects that have file types supported by ArchivesCANB can be uploaded.

5.3 The additional storage space applies to both draft and published digital objects at any level of description but does not apply to the associated/attached text description.

5.4 This policy does not apply to the uploading of finding aids to individual descriptions or finding aids that have been generated by members from ArchivesCANB as these are not counted in either the 1 GB of free space or any paid storage space.

5.5 The extra storage space, above the 1 GB of free space, is offered in 1 GB increments.

5.6 Notifications of storage fee cost changes will be sent to Members 60 days before taking effect by the CANB Archives Advisor.

#### Payment

5.7 Extra storage space is sold in 1 GB increments as outlined in 5.5 for $12.00 Canadian dollars.

5.8 No tax will be applied to the fee quotes in 5.7.

5.9 The Member will pay for additional storage space on an annual basis based on an April 1st to March 31st fiscal year. Additional storage space can be purchased anytime during the fiscal year and will be prorated for the remaining year and then charged annually in accordance with the fiscal year.

5.10 The storage fee is invoiced annually and must be paid yearly as it is not a one-time fee.

5.11 An annual invoice will be produced by the CANB Office and sent to the Institutional Member when Membership Renewal invoices are issued in March of each year.

5.12 The storage fee much be paid directly to CANB.

5.13 If the Member does not remain a current, paid, Institutional Member a yearly storage fee invoice will still be sent, as the annual fee for the storage space still applies, even though access to ArchivesCANB is suspended.

#### Non-Payment

5.14 In the event of non-payment for extra storage space the Member will be notified about payment three (3) times by email and once by phone by the CANB Office. In those communications the appeal process, detailed in the Appeal Section below, will be noted for the Member.

5.15 After 90 days if there has been no contact with the CANB Office regarding payment it will be assumed that the Member is not making payment.

5.16 On the 91st day after the first payment request the Member will be notified by email and letter that payment has not been received and the deletion process as detailed in the Appeal Section below will be noted for the Member.

5.17 If payment is made within the 91 days then the deletion process is stopped, and no digital objects will be deleted from ArchivesCANB.

5.18 If payment is not made within the 91 days then the deletion process is started and all digital objects will be removed from the server 365 days from the original payment notice.

5.19 The CANB Archives Advisor will notify the Member and the CANB Executive Committee of the removal date of the digital objects 30 days before the deletion process and after digital objects have been removed.

5.20 Removal of digital objects is permanent, no copy will be kept by CANB, and no backup will be available for the Member.

5.21 Digital objects that are deleted will not be returned to the Member.

5.22 Third parties, such as Google, ArchivesCanada, and the Internet Archives Wayback Machine, may or may not hold copies of the deleted digital objects. However, CANB is not in control of these third parties so no warranties or guarantees are implied on their deletion or retention by third parties.

5.23 Text description associated with the digital objects at any level of description will remain and only the digital objects themselves will be removed from ArchivesCANB.

5.24 Digital objects will be removed from both draft and published descriptions and at all levels. Digital objects do not include uploaded or generated finding aids.

5.25 The length of time that digital objects have been in ArchivesCANB will not be a factor for consideration in this policy.

5.26 The CANB Archives Advisor will inform the Executive Committee of the steps followed. All reasonable attempts to contact the Member will be documented before the final communications are sent. This can include contacting current and/or former staff/volunteers for more information.

#### Appeal Process

5.27 If the Member contacts the CANB Office within the 91 days and states that payment can not be made for any reason, including non-renewal of membership, then the official appeal process will automatically begin.

5.28 The CANB Executive Committee reserves the right to refuse any appeal made after the 91 days have passed.

5.29 Within three (3) days of receipt of notice as outlined in 5.27 the CANB Archives Advisor will contact the Member and ask them to provide as much information as possible in their written appeal for the CANB Executive Committee to consider and provide the deadline for submissions as in 5.30.

5.30 The written appeal, with any accompanying materials, must be received by the CANB Archives Advisor 30 days after contact is made in Section 5.29. If no materials are sent by the 31st day, then the CANB Executive Committee reserves the right to continue the appeal process without the written appeal documentation.

5.31 The written appeal, along with any accompanying materials, will then be forwarded directly to the CANB Executive Committee for consideration within five (5) days of receipt.

5.32 The CANB Archives Advisor will provide notice to the Member of receipt of the written appeal by email.

5.33 The CANB Archives Advisor will make a recommendation on the appeal decision but the CANB Executive Committee will be responsible for making the final appeal decision.

5.34 The CANB Executive Committee will process the appeal decision within 60 days of receiving the written appeal as in Section 5.30.

5.35 The CANB Executive Committee’s official appeal decision will be made to the Member by email unless another means is agreed upon before the appeal process begins.

5.36 This decision will be final and no secondary appeals will be allowed.

5.37 If the appeal is not successful for the Member the all digital objects will be removed 365 days from the first notice of payment.

5.38 If the appeal is successful then payment arrangements will be made in writing, and the deletion process will be stopped, and no digital objects will be deleted from the server.

## 6.0 Definitions

To ensure clarity on terms used in this policy the following definitions have been provided:

* Digital object – A digital reproduction of an analogue, physical item or a born-digital record that is used to provide the public with greater access to the record or with a sample of the content contained in a fonds or collection.
* Fiscal year – The time period used for calculating annual financial statements. For CANB this is April 1st to March 31st.
* Metadata – Data that describes and gives information about other data.
* Storage space – A dedicated space supplied by CANB within the ArchivesCANB database that is used to store digital objects. \*\*Note: In the context of this policy, storage space does not refer to the storage of descriptions of archival records or the space used to store finding aids input or uploaded to the database.

## 7.0 Policy Review

This policy will be reviewed regularly by the CANB Archives Advisor and Executive Committee.

## 8.0 Roles and Responsibilities

8.1 The CANB Archives Advisor is responsible for enforcing Institutional Member compliance with this policy, ensuring official appeals from Institutional Members are provided to the CANB Executive Committee in a timely manner, liaising with the CANB Executive Committee on official appeals, providing the CANB Executive Committee with a recommendation on digital object removal and providing notice of impending deletions and confirming deletions were completed.

8.2 The CANB Executive Committee is responsible for issuing the final decision on official appeals.

8.3 Artefactual Systems Inc. (New Westminster, British Columbia) is responsible for the hosting of ArchivesCANB and all storage space associated with it.

## 9.0 Consequences

The CANB Archives Advisor and Executive Committee may delete digital objects in the extra storage space if there is non-payment of fees and due notice is provided, and/or when any appeals are denied.

## 10.0 Enquiries

Questions on how to interpret or apply this policy must be directed to both the CANB Archives Advisor and Executive Committee.

Created on: 17 – 22 February 2021

Created by: Kimberley Maguire, CANB Archives Advisor

Approved on: 10 May 2021

Approved by: CANB members at the 2021 AGM

Last revised: 4 March 2021

Revised by: Kimberley Maguire, CANB Archives Advisor