# WakeSpace Digital Archive Policies

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## 1. Community Policy

A "community" in WakeSpace is generally associated with an academic unit at Wake Forest University, such as an academic department, research center, or library. Faculty, staff and students of academic units are members of the associated community. Contributors should ensure that items submitted to WakeSpace have copyright clearance and that contributors have the right to submit. Groups of Wake Forest University faculty, staff or students that do not fit into existing communities who would like to establish a community in WakeSpace should contact their library liaison or the Scholarly Communications Committee.

## 2. Content Policy

Content accepted in the Wake Forest University Institutional Repository:

a. The work must be produced, submitted, or sponsored by Wake Forest University faculty, staff or students, including work produced jointly with authors at other institutions.
b. The work must be education, research, art, or service oriented.
c. The work must not be ephemeral.
d. The work must be in digital form, either originally or converted from print.
e. The work must be complete and ready for input into the Wake Forest University Institutional Repository.
f. The author/owner must be willing and able to grant Wake Forest University the right to preserve and distribute the work via the Wake Forest University Institutional Repository.
g. If the work is part of a series, other works in that series should also be contributed so that the Wake Forest University Institutional Repository can offer as full a set as possible.
h. The Wake Forest University Institutional Repository (WakeSpace) uses DSpace software which fully supports many common application file types, including

image files, text files, and audio files.  Consult Format Support Policy for details on exactly what formats are supported by the DSpace software.

## 3. Withdrawal Policy

Although submission to WakeSpace is intended to be permanent and publicly accessible, there may be times when it is necessary to remove items from the archive.  To maintain historical record of all submitted items, removed items will have one of the following explanatory statements added to the item record metadata:

- "Removed at the request of the author"
- "Removed at the request of the community"
- "Removed at WFU's discretion"
- "Removed at WFU Libraries' discretion"
- "Removed by legal order"

Wake Forest University Libraries feel strongly about maintaining full records for items removed from public view, yet the Libraries acknowledge that there may be cases in which permanent deletion from WakeSpace is necessary.  Requests for full deletion will be handled on a case by case basis and will be subject to review by the Libraries' Scholarly Communications Committee.

Items submitted to WakeSpace may have been cited at any time after submission, therefore a "tombstone" record will always be provided when a request is made for a removed item.  In addition to the original record metadata (necessary for validation), one of the above withdrawal statements will display with the record, regardless of whether the item was only removed from public view or removed permanently.  Metadata for removed items will remain visible, but not searchable or harvestable.

## 4. WakeSpace Format Support

We wish to provide support for as many file formats as possible.  Over time, items stored in WakeSpace will be preserved as is, using a combination of time-honored techniques for data management and best practices for digital preservation.   As for specific formats, however, the proprietary nature of many file types makes it impossible to make guarantees.  Put simply, our policy for file formats is:

- Everything put into WakeSpace will be retrievable.
- We will recognize as many files' formats as possible.
- We will support as many known file formats as possible.

When a file is uploaded into WakeSpace, we assign it one of the following categories:

- **supported**: we fully support the format
- **known:** we can recognize the format, but cannot guarantee full support
- **unsupported:** we cannot recognize the format; these will be listed as "application/octet-stream," aka Unknown

By "support" we mean "make usable in the future, using whatever combination of techniques (such as migration, emulation, etc.) is appropriate given the context of need." For supported formats, we might choose to bulk-transform files from a current format version to a future one, for instance. But we can't predict which services will be necessary down the road, so we'll continually monitor formats and techniques to ensure we can accommodate needs as they arise.

In the meantime, we can choose to "support" a format if the institutions that use WakeSpace can gather enough documentation to capture how the format works. In particular, WFU collects file specifications, descriptions, and code samples, and make those available. Unfortunately, this means that WakeSpace cannot support proprietary formats for which these materials are not publicly available. We will still preserve these files and will provide you with guidance on coverting your files into formats we do support. It is also likely that for extremely popular but proprietary formats (such as Microsoft Word, Excel and PowerPoint), we will be able to help make files in those formats more useful in the future simply because their prevalence makes it likely tools will be available. Even so, we cannot guarantee this level of service without having more information about the formats, so we will still list these formats as "known," not "supported."

**What to do if your format isn't recognized**

We understand that there are always more formats to consider, and we would appreciate your help in identifying and studying the suitability of support for formats you care about. If we can't identify a format, WakeSpace will record it as "unknown," aka "application/octet-stream," but we would like to keep the percentage of support format materials in WakeSpace as high as possible. Do not hesitate to contact us if you have any questions or concerns.

**WakeSpace Format Reference Collection**

In the table below, MIME type is the Multipurpose Internet Mail Extensions (MIME) type identifier. Description is what most people use as the name for the format. Extensions are typical file name extensions (the part after the dot, e.g. the extension for "index.html" is "html"). These are not case-sensitive in WakeSpace, so either "sample.XML" or "sample.xml" will be recognized as XML. Level is WakeSpace's support for each format:

- supported:  we fully support the format
- known:  we can recognize the format, but cannot guarantee full support
- unknown:  we cannot recognize a format; these will be listed a "application/octet-stream," aka Unknown

Chart of formats in order by Description:

| Description | Extensions | Level | MIME type |
| --- | --- | --- | --- |
| Adobe PDF | Pdf | supported | application/pdf |
| AIFF | aiff, aif, aifc | supported | audio/x-aiff |
| GIF | Gif | supported | image/gif |
| HTML | html, htm | supported | text/html |
| JPEG | jpeg, jpg | supported | image/jpeg |
| MARC | marc, mrc | supported | application/marc |
| PNG | Png | supported | image/png |
| Postscript | ps, eps, ai | supported | application/postscript |
| Rich Text Format | Rtf | supported | text/richtext |
| Text | Txt | supported | text/plain |
| TIFF | tiff, tif | supported | image/tiff |
| XML | xml | supported | text/xml |
|  |  |  |  |
| audio/basic | au, snd | known | audio/basic |
| BMP | bmp | known | image/x-ms-bmp |
| FMP3 | fm | known | application/x-filemaker |
| LateX | latex | known | application/x-latex |
| Mathematica | ma | known | application/mathematica |
| Microsoft Excel | xls | known | application/vnd.ms-excel |

| | | | |
|---|---|---|---|
| Microsoft Powerpoint | ppt | known | application/vnd.ms-powerpint |
| Microsoft Project | mpp, mpx, mpd | known | application/vnd.ms-project |
| Microsoft Visio | vsd | known | application/vnd.visio |
| Microsoft Word | doc | known | application/msword |
| MPEG | mpeg, mpg, mpe | known | video/mpeg |
| MPEG Audio | mpa, abs, mpeg | known | audio/x-mpeg |
| Photo CD | pcd | known | image/x-photo-cd |
| Photoshop | psd, pdd | known | application/x-photoshop |
| RealAudio | ra, ram | known | audio/x-pn-realaudio |
| SGML | sgm, sgml | known | application/sgml |
| TeX | tex | known | application/x-tex |
| TeXdvi | dvi | known | application/x-dvi |
| Video Quicktime | mov, qt | known | video/quicktime |
| WAV | wav | known | audio/x-wav |
| WordPerfect | wpd | known | application/wordperfect5.1 |
| | | | |
| Unknown | (anything not listed) | unsupported | application/octet-stream |

Chart of formats in order by MIME type:

| MIME type | Description | Extensions | Level |
|---|---|---|---|
| MIME type | Description | Extensions | Level |
| application/marc | MARC | marc, mrc | supported |
| application/mathematica | Mathematica | ma | known |
| application/msword | Microsoft Word | doc | known |
| application/octet-stream | Unknown | (anything not listed) | unsupported |
| application/pdf | Adobe PDF | pdf | supported |
| application/postscript | Postscript | ps, eps, ai | supported |
| application/sgml | SGML | sgm, sgml | known |
| application/vnd.ms-excel | Microsoft Excel | xls | known |
| application/vnd.ms-powerpint | Microsoft Powerpoint | ppt | known |
| application/vnd.ms-project | Microsoft Project | mpp, mpx, mpd | known |
| application/vnd.visio | Microsoft Visio | vsd | known |
| application/wordperfect5.1 | WordPerfect | wpd | known |
| application/x-dvi | TeXdvi | dvi | known |
| application/x-filemaker | FMP3 | fm | known |
| application/x-latex | LateX | latex | known |
| application/x-photoshop | Photoshop | psd, pdd | known |
| application/x-tex | TeX | tex | known |

| | | | |
|---|---|---|---|
| audio/x-aiff | AIFF | aiff, aif, aifc | supported |
| audio/basic | audio/basic | au, snd | known |
| audio/x-mpeg | MPEG Audio | mpa, abs, mpeg | known |
| audio/x-pn-realaudio | RealAudio | ra, ram | known |
| audio/x-wav | WAV | wav | known |
| image/gif | GIF | gif | supported |
| image/jpeg | JPEG | jpeg, jpg | supported |
| image/png | PNG | png | supported |
| image/tiff | TIFF | tiff, tif | supported |
| image/x-ms-bmp | BMP | bmp | known |
| image/x-photo-cd | Photo CD | pcd | known |
| text/html | HTML | html, htm | supported |
| text/plain | Text | txt | supported |
| text/richtext | Rich Text Format | rtf | supported |
| text/xml | XML | xml | supported |
| video/mpeg | MPEG | mpeg, mpg, mpe | known |
| video/quicktime | Video Quicktime | mov, qt | known |

## 5. Privacy Policy

The WakeSpace Digital Archive of Wake Forest University is committed to preserving your privacy. The personal information we receive through the WakeSpace is used solely for purposes of the functioning of the system, and for the specific research purposes described below.

This system collects personal information from:

- users involved in the submission of WakeSpace content and metadata
- users who subscribe to the WakeSpace alerting service

Personal information collected by the WakeSpace will not be used for any commercial or philanthropic purpose not directly connected with or approved by Wake Forest University.

We do not disclose information about your individual visits to our site, or personal information that you provide us, such as your name, address, email address, telephone number, etc. to any outside parties except when we believe, in good faith (i) that the law requires it, or (ii) that disclosure is necessary to protect the rights and property of WakeSpace users.

Any WakeSpace records used in a publicly accessible forum, such as demonstrations, presentations, or research papers, will be scrubbed of specific references to real people and personal information.

WakeSpace is operated in line with the privacy policy adopted by the Z. Smith Reynolds Library: http://zsr.wfu.edu/about/policies/privacy.html.