

ALBERTA ON RECORD (AOR) POLICY

Purpose

- 1.1 The purpose of this policy is to put forth guidelines for Archives Society of Alberta (ASA) Institutional Members and the ASA Secretariat for the use of the AOR database.
- 1.2 A copy of this policy is provided to all staff and members of the ASA via the website. Adherence to this policy is a requirement for institutional participation in the AOR database.
- 1.3 From time to time the AOR Committee may suggest amendments to the Policy. The ASA Board of Directors will review suggestions. If approved, such changes shall form a part of the original agreement and shall be binding.

Implementation

- 2.1 Each ASA Institutional Member is responsible for the equitable application of this policy.
- 2.2 Institutional Members must comply with the guidelines established in the AOR Manual which is available on the ASA website.
- 2.3 The Database Administrator is responsible for checking compliance.
- 2.4 If an Institutional Member has a suggested change or a dispute with the procedures outlined in the AOR Manual or this Policy they can make a formal submission in writing to the Executive Director. Any issues that cannot be readily solved will be brought forth to the AOR committee and/or the Board.

Statement of Intent

- 3.1 AOR is an platform for ASA Institutional Members that provides access to archival descriptions and digital content.
- 3.2 The AOR Database is the primary portal for Alberta's documentary heritage, providing access to archival descriptions, raising awareness of archives and connecting member institutions with the wider public.
- 3.3 The AOR Database is provided to all Institutional Members. There are no additional fees to use the service.
- 3.4 The AOR Database is managed by the ASA Secretariat in consultation with the AOR Committee and the ASA Board.

Responsibilities

- 4.1 The ASA is committed to ensuring the AOR Database follows accepted Canadian archival descriptive standards.
- 4.2 Institutional members must upload digital content in approved access formats, see the AOR Manual for details.
- 4.3 AOR is an access platform only. Institutional members are responsible for the long-term digital preservation of their holdings.
- 4.4
 - a. Manifestations of archival descriptions and of digital objects uploaded to AOR by ASA members become the property of the ASA, including but not limited to, for the purpose of managing records within the database. ASA members have the right to edit their archival descriptions and digital objects.
 - b. Members can request to delete published content through a formal submission in writing to the Executive Director. The AOR Committee will review submissions and make recommendations to the Board. For further clarification, please consult the *Procedures for Deleting Descriptions from the Alberta On Record (AOR) Database*.
- 4.5 By uploading content to AOR, Institutional Members agree to abide by AOR Database procedures as outlined in the AOR Manual.
- 4.6 If any member wants to implement a procedure that is not described in the AOR Manual, the member must first verify with the Database Administrator before proceeding.
- 4.7 Institutional members are responsible for ensuring that all rights are in compliance with appropriate legislations, including but not limited to the Copyright Act, Freedom of Information and Protection of Privacy Act, and Personal Information Protection Act. It is not the responsibility of the ASA to manage or administer rights. Any rights related inquiries will be directed to the appropriate member institution.
- 4.8 Institutional Members are responsible for ensuring the accuracy and authenticity of the content in their archival descriptions. The content is not the responsibility of the ASA. Any content related inquiries will be directed to the appropriate member institution.
- 4.9 Archival descriptions previously uploaded by former Institutional Members will be retained in the AOR Database.

Revisions

- 5.1 This policy is to be reviewed annually by the AOR Committee who may recommend amendments as necessary to the Board.