

## Web Archiving Common Knowledge Group Charter

### 1. Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of web archiving. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

The Web Archiving CKG will provide a forum for:

- Developing and exploring web archiving guidelines and best practices
- Identifying opportunities for collaborative collection building
- Identifying opportunities for collaboration on technical development
- Creating an equal knowledge base among the UC campuses on web archiving
- Discussing/providing feedback on web archiving tools used or considered for use by UC campuses/system

This CKG is closely associated with the following knowledge areas:

- Access
- Born digital content
- Cataloging/metadata
- Collection areas such as archives and government information
- Collection development
- Data mining and analysis
- Discovery
- Preservation
- Standards and interoperability
- Web archiving

### 2. Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within the web archiving area.
- Provide input and information to other UC Libraries groups as requested.
- Conceive and advance innovative ideas and improvements relevant to the UC Libraries' Systemwide Plan and Priorities.
- Advocate for the importance of web archiving.
- Investigate how to work with researchers to support their web archiving activities.
- Coordinates with Archive-It as needed to provide feedback on archiving software features and functionality

### **3. Membership and Terms of Appointment**

To seek membership, interested parties must contact the Web Archiving Chair. The group includes staff involved with web archiving activities and representing all UC Libraries and other representatives invited by the Chair. The Chair will serve for a 1-2 year term, and will rotate among the campuses in alphabetical order based on available resources.

Current membership:

<https://wiki.library.ucsf.edu/display/UCLCKG/Web+Archiving+CKG>

### **4. Communication and Meetings**

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums:

Via an email list: See wiki space

Via a wiki space: <https://wiki.library.ucsf.edu/display/UCLCKG/Web+Archiving+CKG>