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 and social media 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 and social media archiving guidelines and best practices
- Sharing information about how web and social media archiving relates to records retention and/or institutional website management and maintenance
- Identifying opportunities for collaborative collection building (e.g., Cobweb)
- Identifying opportunities for collaboration on technical development
- Creating an equal knowledge base among the UC campuses on web and social media archiving
- Discussing/providing feedback on web and social media archiving tools used or considered for use by UC campuses/system

This CKG is closely associated with the following knowledge areas, not all of which are represented by a UC Libraries CKG:
- Access
- Born digital content
- Cataloging/metadata
- Collection areas such as archives and government information
- Collection development and curation
- Data mining and analysis
- Discovery
- Preservation
- Standards and interoperability
- Web archiving
- Public services, including outreach and instruction
- UC Archivists Council (University Archives CKG)
- Heads of Special Collections (HOSC CKG)

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 and social media 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 and social media archiving (including in collection development).
- Make recommendations regarding how web and social media archiving complements institutional website maintenance and records retention practices.
- Investigate how to work with researchers to support their web and social media archiving activities.
- Consult on web archiving tools (e.g., Archive-It, Webrecorder, Wget, etc.) and social media archiving tools (e.g., DocNow, Social Feed Manager, etc) as needed to identify issues and opportunities for and provide feedback on features and functionality relevant to UC Libraries web archiving projects and programs.

3. Membership and Terms of Appointment

To seek membership, interested parties must contact the Web Archiving Chair(s). The group includes staff involved with web archiving activities and representing all UC Libraries and other representatives invited by the Chair(s). The Chair will serve for a 1-2 year term, optionally establishing a Co- or Vice Chair position, 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: WACKG-L@LISTSERV.UCOP.EDU
Via a wiki space: https://wiki.library.ucsf.edu/display/UCLCKG/Web+Archiving+CKG