

Policy of the Integrated Catalog of the Media Library of the Basel Academy of Art and Design FHNW

Introduction and general purpose

The Basel Academy of Art and Design FHNW Media Library promotes free access to artistic, design and scientific sources, information and research data through the Integrated Catalogue (InK). The InK manages process and publication data from teaching and research in addition to comprehensive documentation and digital work forms. A variety of target groups are addressed.

This policy is consistent with the efforts made by the FHNW to promote Open Access. In particular, it applies to datasets that are also made available using the OAI-PMH interface of the InK according to the FAIR Principles. The InK also manages data and sources that are only accessible to restricted user groups, in addition to freely accessible content.

Aim

The visibility of intellectual and artistic creation and cultural life is promoted by the widest possible free access and open access. At the same time, the freedom to teach and research, as well as the related intellectual property rights, need to be respected. InK and its associated infrastructures are at the heart of both these aspects.

Realization

Wherever possible, metadata and file attachments are made available under open licences (especially Creative Commons). In addition, InK follows basic data management principles to enable and ensure reliability, sustainability and data security to the best of its ability. This includes the following aspects.

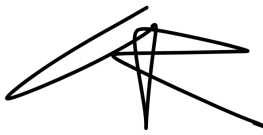
- Alignment
 - InK's professional orientation is in line with the university's teaching and research programme. The focus is on contemporary art and design, artistic and design research and education.
 - The InK serves inter- and transdisciplinary questions. Due to its sources, it is close to the humanities and digital humanities.
- Politics of metadata
 - Under Swiss copyright law, public metadata may be reused, i.e. freely and without charge (CC0).
 - FAIR and persistent identifiers (handle, DOI) are used for datasets to increase persistence.
- Data policy for files and full texts

- Freely available file attachments may be used according to the terms of use specified in the metadata record.
- Use and data ingest
 - Authorisation to enter and publish data varies according to the collection segment. Collections that are handed over to the Media Library as a collection for documentation, publication and long-term digital archiving are accompanied by individual contributions submitted by the respective creators and/or rights holders.
 - The validity and authenticity of the content of contributions is the sole responsibility of the submitter.
 - Illegal actions may result in the blocking or deletion of records. The repository Product Owner (PO) can take immediate action when misconduct is reported and justified.
- Monitoring and quality management
 - The data, collections and content of the InK are regularly reported by the Media Library. In addition to content-related explanations in the context of the activity reports, there are statistical reports, professional articles and other communication measures.
 - The Media Library complies with the legal requirements for copyright protection. For example, it declares the information to be provided to the national collective management societies.
 - As far as possible, the Media Library follows international guidelines for sustainable and trustworthy repositories.
- Preservation politics
 - The PO is committed to the long-term preservation of the InK metadata and of the media. He/she strives to adhere to the backup routines and archiving guidelines necessary for digital sustainability.
 - FHNW data systems are subject to regular backup routines.
 - In the event of structural changes or discontinuation of the service, the hosting institution and the PO endeavour, as far as possible, to find a follow-up solution for the media objects transferred to him/her and/or, if desired, to transfer a digital copy to the originator.

Responsibility

The InK complies with the data protection regulations of the FHNW and the archiving guidelines of the FHNW. The Media Library is the first point of contact for the InK and is responsible for the ongoing optimization of the associated services, infrastructures and workflows. It maintains an exchange with its stakeholders and ensures that they are involved where its own competencies reach their limits. The following are mentioned as dialogue partners: the FHNW Libraries, the FHNW Legal Service, the information service providers of the FHNW, Corporate IT, Campus IT of the HGK Basel FHNW, and any third-party companies involved.

Author: Dr. Tabea Lurk, Head of Media Library HGK Basel FHNW
Approved by: Hochschulleitung HGK Basel FHNW on December 11, 2023



Prof. Dr. Claudia Perren, Director HGK Basel FHNW

Valid from: December 11, 2023