

# Tasglann Digideach Coimhearsneachd Asainte

## Assynt Community Digital Archive

### Archivist Agreement

Unlike browsers of the Archive, Archivists have the responsibility for the longevity and community value of the Archive, as they have additional rights and capabilities on the system. Therefore, in addition to the *Computer and Network Usage Policy* set out below, Archivists agree:-

- To act responsibly when archiving contributed digital objects of Assynt heritage.
- To adhere to high standards when submitting contributions to the Assynt Community Digital Archive, including completely and accurately filling in descriptions and other details associated with the digital objects.
- To adhere to all required processes and conditions when using the Archive.
- Never to carry out any task that may detract from the community value of its heritage Archive.

In addition, Archivists understand and undertake that any contribution created by them using Archive facilities such as cameras, scanners or other digitising or recording device is the copyright of the Archive solely. Such works will be deemed to have been carried out on behalf of the Archive.

Name

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Signed

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Date

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### Computer and Network Usage Policy

The Archive network and its associated computers may be used for any lawful activity related to archival processes. This policy applies to systems used in the Archive Room, remote access to the systems and any usage by non-Archive computers connected to the Archive network.

#### *Unacceptable Use*

It is unacceptable to create or transmit, or cause to be created or transmitted:

- any offensive, obscene or indecent images or any data capable of being resolved into such material
- any material with the intent to cause annoyance, inconvenience or needless anxiety
- any material with the intent to defraud
- any defamatory material
- any material that infringes the copyright of another person, including the illegal downloading for files that contain music, video or books
- any unsolicited bulk or marketing material or forwarding such material.

It is unacceptable deliberately to attempt to:-

- access unauthorised network facilities or services
- corrupt or destroy other users' data
- violate others' privacy
- introduce viruses or other harmful software
- load or delete software from Archive computers without authorisation.

*Archive information:-* You are not allowed to copy or upload Archive files or information to any other system or service not associated with the Archive without prior written permission.