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| Section: Public  | Number: | Approved: January 10, 2024 |
| Take Down Policy |         | Next Review: 2029          |

**Policy Statement**

Digitization of artifacts and archival items at Huron County Museum & Historic Gaol (HCMHG) has created an opportunity to reach new audiences and share the collection with the public through multiple online platforms. The HCMHG recognizes the importance of copyright and has taken all reasonable steps to avoid copyright infringement. This Take Down Policy lays the groundwork on how staff will respond to copyright claims.

**Definition**

The term ‘copyright’ is defined in Canada’s *Copyright Act* and grants a number of exclusive rights to the author(s) of the original work(s).

**Responsibility for Implementation**

The responsibility for the implementation of this policy lies with the Director of Cultural Services, acting according to the general policy established by County Council. This authority may be delegated to other staff by the Director of Cultural Services.

**Regulations**

**1. Items Digitized**

Digitization primarily occurs with two-dimensional archival objects. This may include, but is not limited to: newspapers, magazines, diaries, photographs, return of inhabitants, assessment rolls, and media clips.

Digitization may occur for the purpose of preservation and/or making items more accessible by sharing through online platforms.

Digitized items may be made publicly available through: Laserfiche, the Museum’s Kiosk page, YouTube, PastPerfect Online, or other digital platforms.

**2. Preventing Copyright Claims**

**2.1** In an effort to proactively prevent copyright claims, HCMHG will take all reasonable efforts to confirm an item is no longer under copyright or will acquire copyright permissions. This may be achieved by:

**2.1.1** Consulting copyright laws.

**2.1.2** Consulting legal experts.

**2.1.3** Signing copyright agreements with copyright owners.

**2.2** Where it is not possible to acquire copyright agreements, the HCMHG may post the information publicly with a copyright disclaimer when reasonable efforts have been made to contact the copyright holder.

### **3. Submission of Copyright Claims**

**3.1** Copyright claims must be submitted in a formal manner, and provide the following information:

- Name, contact information, and signature.
- A description of the copyrighted work in question.
- Location of the copyrighted work in question (YouTube, Laserfiche, etc.).

**3.2** Copyright claims must be submitted to the Director of Cultural Services (Beth Rumble [brumble@huroncounty.ca](mailto:brumble@huroncounty.ca)) for review.

**3.3** Other County staff may be included in the process as required.

### **4. Responding to Copyright Claims**

**4.1** If a copyright claim is deemed to be valid, HCMHG staff will immediately remove the content from its digital platform.

**4.2** If the copyright complainant consents, the content in question may remain on its digital platform if a formal copyright agreement is signed.

### **5. Policy Review**

**5.1** The policy shall be reviewed at least every five years by members of County Council or the specific request of the Director, a member of County Council or by resolution of the Corporation of the County of Huron

### **Date comes into Effect**

This policy replaces any previous Take Down policies at the Huron County Museum and Historic Gaol and comes into effect on the date approved.

## Additional Documents

Dryden, Jean E. *Digitization of Assessment Rolls, Henderson Photographs*. May 30, 2023.

Ibid., *Digitization of CKNX film clips*. June 8, 2023.

Ibid., *Digitization of Diaries*. April 17, 2023.

Government of Canada. *R.S.C., 1985, c. C-42*. [Copyright Act \(justice.gc.ca\)](https://www.justice.gc.ca).

York University, *Take Down Notice Templates for US & Canadian Sites*.

[Take Down Notice Templates for US & Canadian Sites | Copyright @ York \(yorku.ca\)](https://www.yorku.ca)