

## **IFP Archives Project**

### **Access Restrictions Policy (08/07/2012)**

Ford Foundation International Fellowship Program electronic records contain a number of documents, video and audio materials created by the IFP International Partners and program fellows that require different levels of access.

As per agreement between Columbia University and Ford IFP, by default IFP's organizational documents and multimedia materials will have no access restrictions, i.e. they will be made available to researchers over the Internet, while access to email and fellow records will be restricted to onsite (in the Columbia University libraries) use only. However, in some cases the Partners might need to restrict access to other materials intended for depositing into long-term archive.

IFP Archives Project applies access restrictions at the directory level. Access restrictions may be set to one of three levels:

- RESTRICTED: Embargoed until 2075 (i.e. restricted from all access)
- UNRESTRICTED: Openly available for research over the Internet
- ONSITE: Available to researchers on-site only at Columbia University until 2075

It has been agreed that individual International Partners are responsible for making decisions regarding imposing access restrictions. The Partners clearly identify unrestricted, restricted and onsite material before sending records to Columbia University.

The International Partners assign access restrictions and separate materials into categories in accordance with the Guidelines for IFP Electronic Records Preparation and Consent Forms signed by individual fellows.

Access restrictions will be displayed in the Finding Aid. By default, no note will appear for the items that have no access restrictions. For onsite and embargoed items no link to the item will be provided. Metadata for onsite accessible items will show "on-site only" restriction note. Embargoed item metadata will state that the item has been embargoed until its release date (2075).