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Managing Digital Collections: Case Studies in the Ethics of Privacy

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Rebecca Bakker, Digital Collections Librarian **& Kelley Rowan**, Digital Archives Librarian

Managing Digital Collections

Case Studies in the Ethics of Privacy

FLORIDA INTERNATIONAL UNIVERSITY

Responsible Access

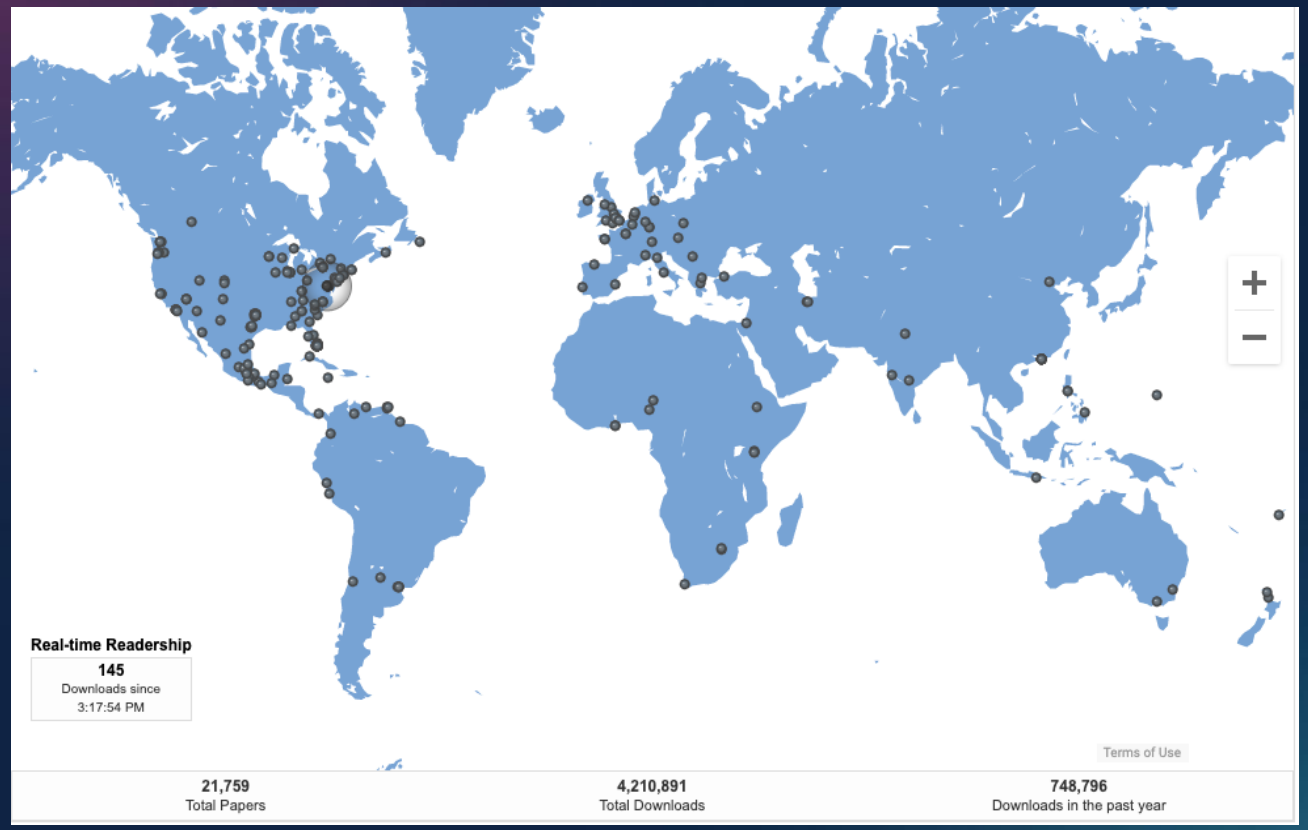
Digitization of collections

Open Access

THE RESULT

Much wider audience (unintended)

Better discoverability

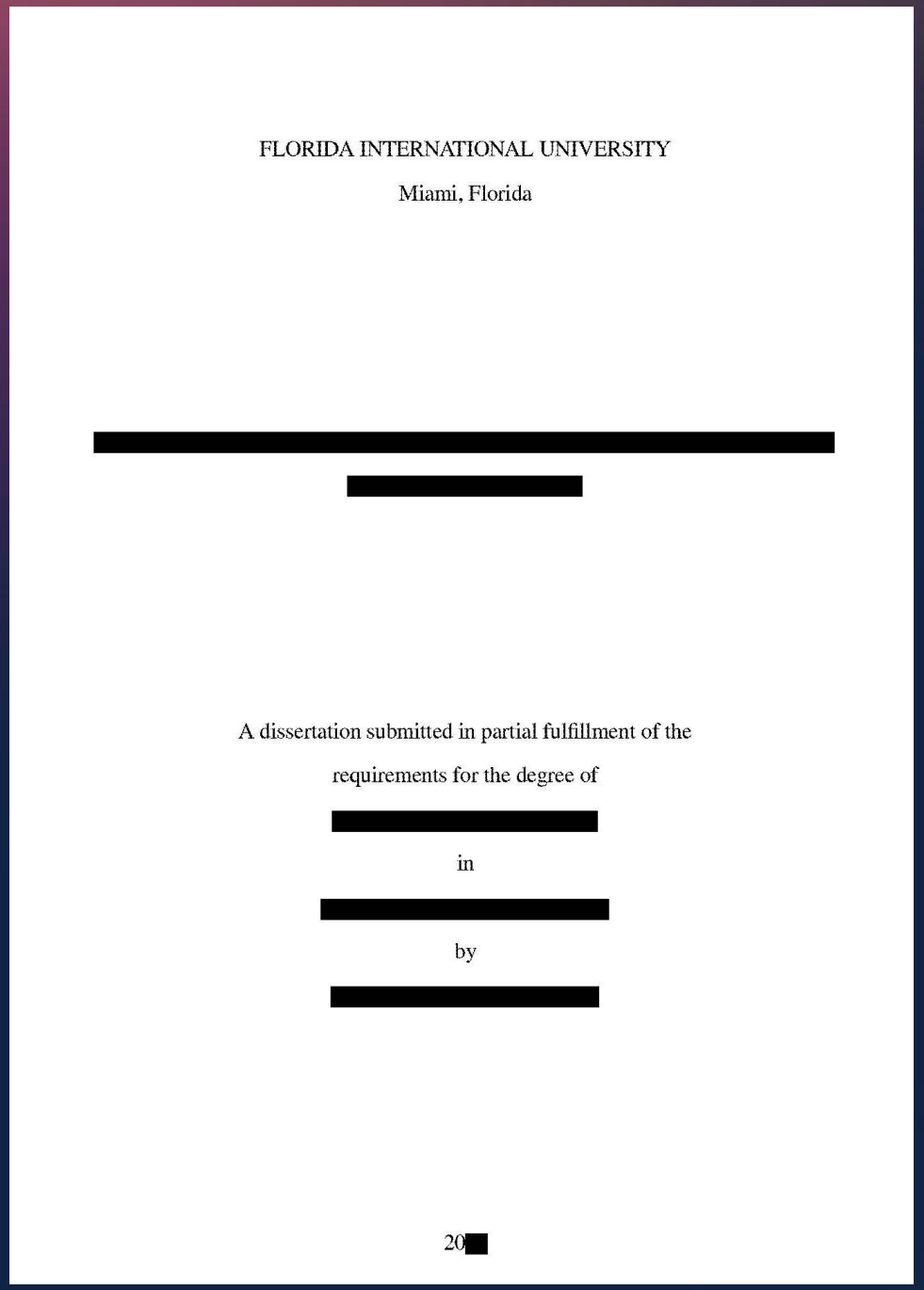


Privacy in Digital Collections

- **Legal**
  - Disclosure of private facts
- **Moral**
  - Privacy as a fundamental right
- **Social**
  - Aware
  - Consent
  - Control

Content

- Newspapers
- Theses & Dissertations
- Metadata
- Photos
- Yearbooks
- Videos



FLORIDA INTERNATIONAL UNIVERSITY

Miami, Florida

[redacted]

A dissertation submitted in partial fulfillment of the

requirements for the degree of

[redacted]

in

[redacted]

by

[redacted]

20[redacted]

Theses & Dissertations

FIU Electronic Theses and Dissertations
https://digitalcommons.fiu.edu/etd/

FLORIDA INTERNATIONAL UNIVERSITY

Access & Privacy

Librarian/Archivist roles

- Preserve the record
- Provide access

What if access is also the institutional record?

Chosen First Name Policy

FIU is committed to using and adapting processes to use a chosen first name where feasible and when the use of the legal name is not required to comply with laws and FIU rules, policies, or regulations. Any faculty, staff, or student may elect to identify a chosen first name and chosen pronoun in addition to their legal name.

https://policies.fiu.edu/policy/881

Linkability

Re-identification
of an
anonymous author
with key pieces of information.

Yearbooks

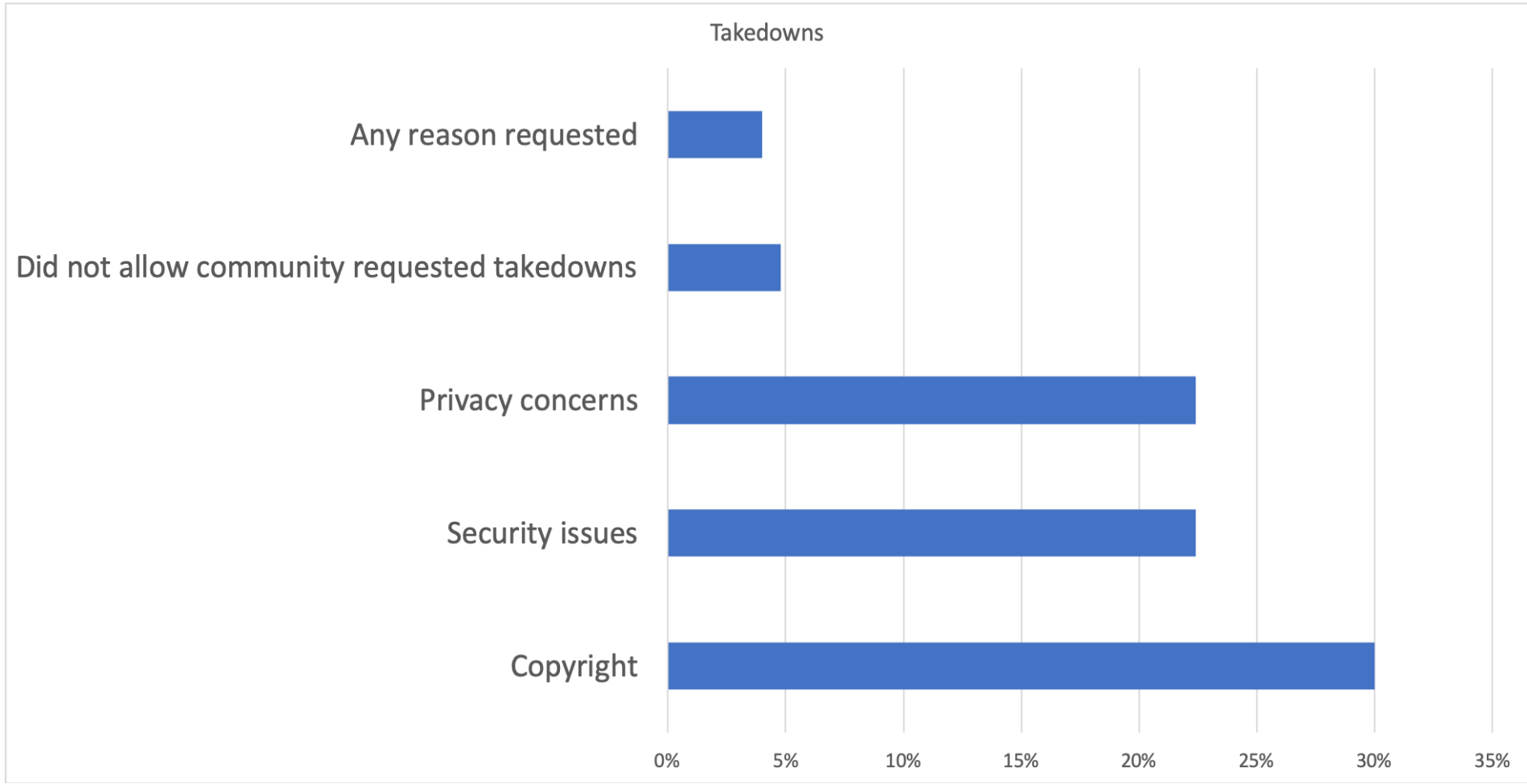
Élan, Florida International University yearbook, 1978
http://dpanther.fiu.edu/dpService/dpPurlService/purl/FI14103155/00001

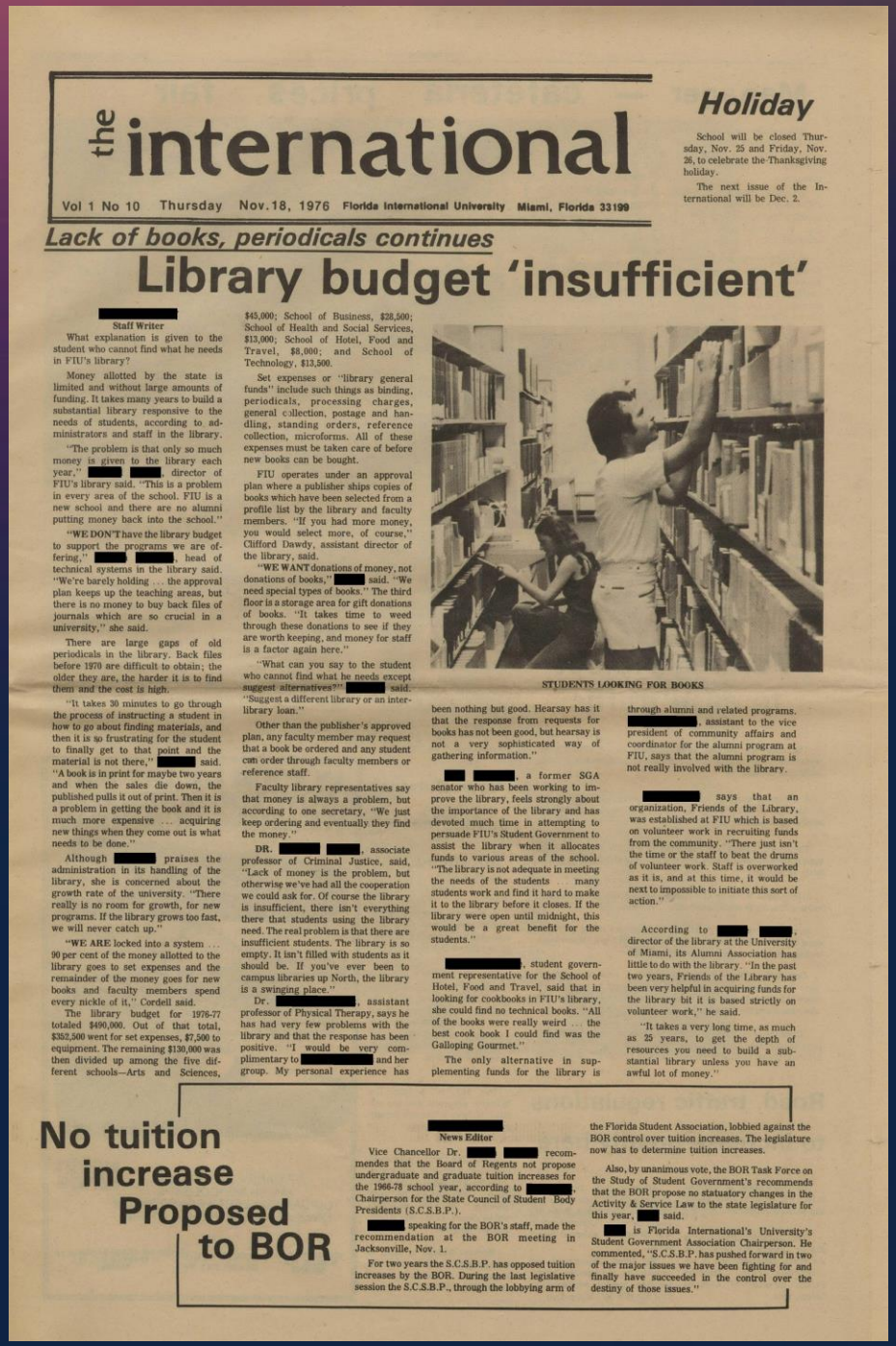
Take-Down Policies & Options

- Undo OCR
- Delist/reindex
- Hide information
- Take down

Take Down Policies in Action

Managing Privacy: A Survey of Practices in Digital Archives and Libraries





the international

Vol 1 No 10 Thursday Nov.18, 1976 Florida International University Miami, Florida 33199

Holiday

School will be closed Thursday, Nov. 25 and Friday, Nov. 26, to celebrate the Thanksgiving holiday.

The next issue of the International will be Dec. 2.

Lack of books, periodicals continues

Library budget 'insufficient'

[redacted]
Staff Writer

What explanation is given to the student who cannot find what he needs in FIU's library?

Money allotted by the state is limited and without large amounts of funding. It takes many years to build a substantial library responsive to the needs of students, according to administrators and staff in the library.

"The problem is that only so much money is given to the library each year," [redacted], director of FIU's library said. "This is a problem in every area of the school. FIU is a new school and there are no alumni putting money back into the school."

"WE DON'T have the library budget to support the programs we are offering," [redacted], head of technical systems in the library said. "We're barely holding ... the approval plan keeps up the teaching areas, but there is no money to buy back files of journals which are so crucial in a university," she said.

There are large gaps of old periodicals in the library. Back files before 1970 are difficult to obtain; the older they are, the harder it is to find them and the cost is high.

"It takes 30 minutes to go through the process of instructing a student in how to go about finding materials, and then it is so frustrating for the student to finally get to that point and the material is not there," [redacted] said. "A book is in print for maybe two years and when the sales die down, the published pulls it out of print. Then it is a problem in getting the book and it is much more expensive ... acquiring new things when they come out is what needs to be done."

Although [redacted] praises the administration in its handling of the library, she is concerned about the growth rate of the university. "There really is no room for growth, for new programs. If the library grows too fast, we will never catch up."

"WE ARE locked into a system ... 90 per cent of the money allotted to the library goes to set expenses and the remainder of the money goes for new books and faculty members spend every nickle of it," Cordell said.

The library budget for 1976-77 totaled $490,000. Out of that total, $352,500 went for set expenses, $7,500 to equipment. The remaining $130,000 was then divided up among the five different schools—Arts and Sciences, $45,000; School of Business, $28,500; School of Health and Social Services, $13,000; School of Hotel, Food and Travel, $8,000; and School of Technology, $13,500.

Set expenses or "library general funds" include such things as binding, periodicals, processing charges, general collection, postage and handling, standing orders, reference collection, microforms. All of these expenses must be taken care of before new books can be bought.

FIU operates under an approval plan where a publisher ships copies of books which have been selected from a profile list by the library and faculty members. "If you had more money, you would select more, of course," Clifford Dawdy, assistant director of the library, said.

"WE WANT donations of money, not donations of books," [redacted] said. "We need special types of books." The third floor is a storage area for gift donations of books. "It takes time to weed through these donations to see if they are worth keeping, and money for staff is a factor again here."

"What can you say to the student who cannot find what he needs except suggest alternatives?" [redacted] said. "Suggest a different library or an inter-library loan."

Other than the publisher's approved plan, any faculty member may request that a book be ordered and any student can order through faculty members or reference staff.

Faculty library representatives say that money is always a problem, but according to one secretary, "We just keep ordering and eventually they find the money."

DR. [redacted], associate professor of Criminal Justice, said, "Lack of money is the problem, but otherwise we've had all the cooperation we could ask for. Of course the library is insufficient, there isn't everything there that students using the library need. The real problem is that there are insufficient students. The library is so empty. It isn't filled with students as it should be. If you've ever been to campus libraries up North, the library is a swinging place."

Dr. [redacted], assistant professor of Physical Therapy, says he has had very few problems with the library and that the response has been positive. "I would be very complimentary to [redacted] and her group. My personal experience has been nothing but good. Hearsay has it that the response from requests for books has not been good, but hearsay is not a very sophisticated way of gathering information."

STUDENTS LOOKING FOR BOOKS

[redacted], a former SGA senator who has been working to improve the library, feels strongly about the importance of the library and has devoted much time in attempting to persuade FIU's Student Government to assist the library when it allocates funds to various areas of the school. "The library is not adequate in meeting the needs of the students ... many students work and find it hard to make it to the library before it closes. If the library were open until midnight, this would be a great benefit for the students."

[redacted], student government representative for the School of Hotel, Food and Travel, said that in looking for cookbooks in FIU's library, she could find no technical books. "All of the books were really weird ... the best cook book I could find was the Galloping Gourmet."

The only alternative in supplementing funds for the library is through alumni and related programs. [redacted], assistant to the vice president of community affairs and coordinator for the alumni program at FIU, says that the alumni program is not really involved with the library.

[redacted] says that an organization, Friends of the Library, was established at FIU which is based on volunteer work in recruiting funds from the community. "There just isn't the time or the staff to beat the drums of volunteer work. Staff is overworked as it is, and at this time, it would be next to impossible to initiate this sort of action."

According to [redacted], director of the library at the University of Miami, its Alumni Association has little to do with the library. "In the past two years, Friends of the Library has been very helpful in acquiring funds for the library bit it is based strictly on volunteer work," he said.

"It takes a very long time, as much as 25 years, to get the depth of resources you need to build a substantial library unless you have an awful lot of money."

No tuition increase Proposed to BOR

[redacted]
News Editor

Vice Chancellor Dr. [redacted] recommendes that the Board of Regents not propose undergraduate and graduate tuition increases for the 1966-78 school year, according to [redacted], Chairperson for the State Council of Student Body Presidents (S.C.S.B.P.).

[redacted] speaking for the BOR's staff, made the recommendation at the BOR meeting in Jacksonville, Nov. 1.

For two years the S.C.S.B.P. has opposed tuition increases by the BOR. During the last legislative session the S.C.S.B.P., through the lobbying arm of the Florida Student Association, lobbied against the BOR control over tuition increases. The legislature now has to determine tuition increases.

Also, by unanimous vote, the BOR Task Force on the Study of Student Government's recommends that the BOR propose no statuatory changes in the Activity & Service Law to the state legislature for this year, [redacted] said.

[redacted] is Florida International's University's Student Government Association Chairperson. He commented, "S.C.S.B.P. has pushed forward in two of the major issues we have been fighting for and finally have succeeded in the control over the destiny of those issues."

Newspapers

FIU Student Newspaper Collection
http://dpanther.fiu.edu/dpanther/collections/BN

FLORIDA INTERNATIONAL UNIVERSITY

The Right to be Forgotten (2006)

95% of delisting requests were to protect privacy

- Financial crimes served
- Sex crimes

FIU

Right to Erasure

- EU citizens may request that information about them be deleted
- RTBF = Delisting
- <u>What information must be delisted?</u>
  - Sensitive information
  - Information about minors
  - Served crimes
  - Does not serve public interest

Librarians & RTBF

Managing Privacy: A Survey of Practices in Digital Archives and Libraries

35% supported the RTBF "somewhat"

17% were extremely supportive

17% were neutral

17% less supportive

11% not supportive

The General Data Protection Regulation (2014)

7 Principles

- Lawfulness, transparency, and fairness
- Purpose limitations
- Data minimization
- Accuracy
- Storage limitation
- Security (Integrity & confidentiality)
- Accountability

The GDPR gives people enhanced protections against unnecessary data collection, use of data in unanticipated ways, and biased algorithmic decision-making.

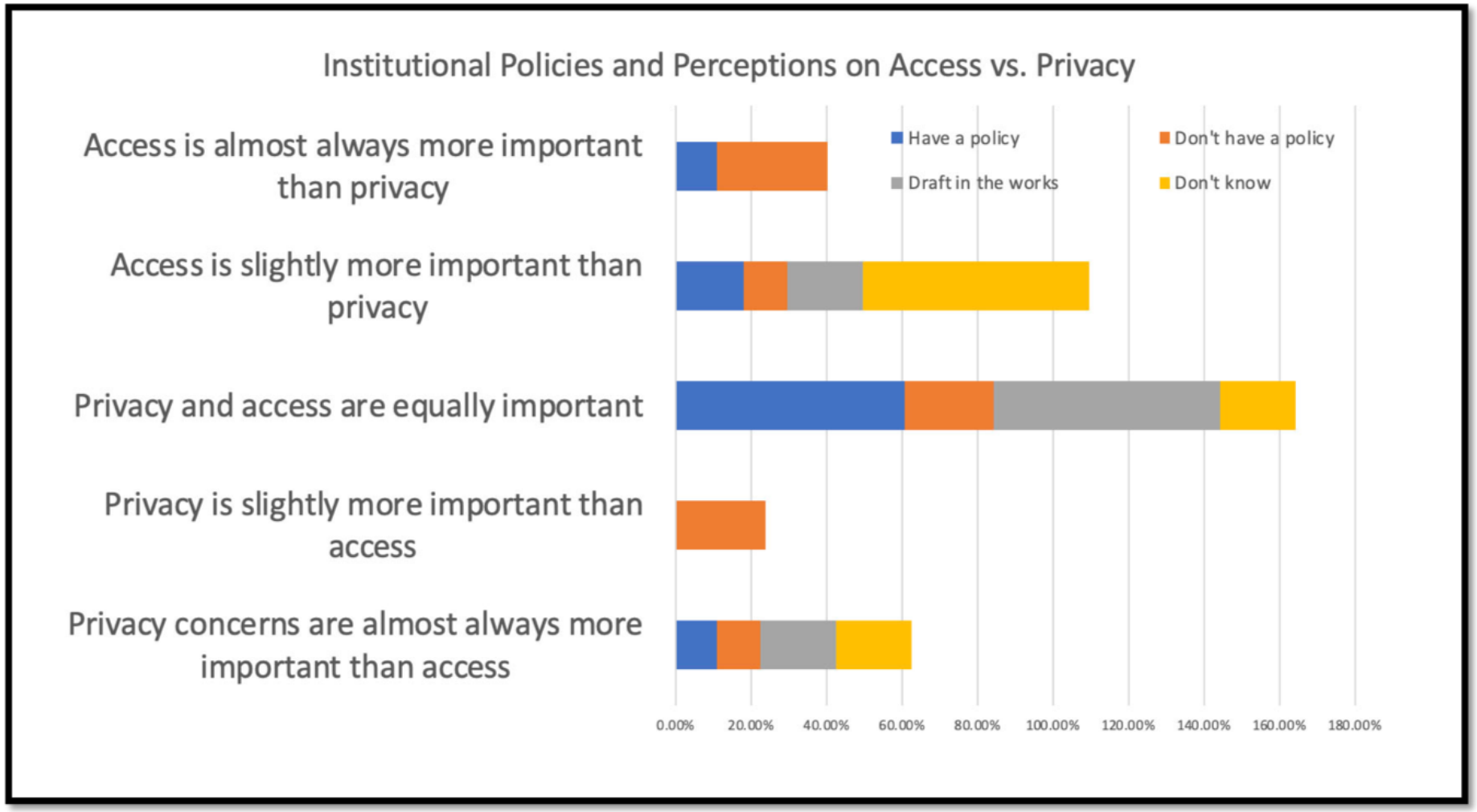
- The request for consent must be clearly distinguishable, in an intelligible and easily accessible form, and use clear and plain language.

- Cookies, device identifiers, and IP addresses are entitled to the same level of protection as other personal data.

EU v. U.S.

- Privacy as a fundamental human right
- Freedom of Speech in the U.S. represents the greatest tension with the GDPR
- Move to make the GDPR an international human right
- Does not infringe on preservation & the historical record
- Is not the same as the Right to Privacy

Managing Privacy: A Survey of Practices in Digital Archives and Libraries



Artificial Intelligence

AI for Archives: Using Facial Recognition to Enhance Metadata
https://digitalcommons.fiu.edu/glworks/93/

Zoom & Other Recordings

FIU's Digital Scholar Studio Resources
https://digitalcommons.fiu.edu/dss-resources/

Create your own Zoom privacy policy

- How anonymous do you want people to be?
- Always announce recording & other options for maintaining anonymity
- Make video optional
- Don't read names in the chat outloud
- Webinars offer more privacy

The Ethics of Privacy

- Clear conflict between privacy and access
- Every case requires individual solutions (and time)
- Privacy policy AND Take Down Notice
- Privacy Audit
- Privacy as integral part of the curation and metadata process

Resources

Dressler, V. (2018). *Framing Privacy in Digital Collections with Ethical Decision Making*. Morgan & Claypool.

Responsible Access Workflows, UC Berkeley: https://docs.google.com/presentation/d/1V66PGpIq9xqXxdvngpD3rkAMoIw2hIyVVDS4Iv4VFOM/edit#slide=id.g7ffa9d7047_0_2

Dressler, V., Rowan, K., Bakker, R. Managing privacy: A survey of practices in digital archives and libraries. Journal of Digital Media Management Volume 9 / Number 2 / WINTER 2021, pp. 177-190(14)

https://www.ingentaconnect.com/content/hsp/jdmm/2021/00000009/00000002/art00009

Links to more information about the GDPR

https://www.hrw.org/news/2018/06/06/eu-general-data-protection-regulation

https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/

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http://dpanther.fiu.edu/dpService/dpPurlService/purl/MM00085158/00001