



Policy on Embargos to Collections Adopted October 15 2015

In keeping with changing trends in language archiving norms, Kaipuleohone is instituting a limitation on depositor-requested embargo periods for their digital collections.

For new collections (started after October 15, 2015):

Depositors may elect to institute temporary restricted access to their digital files, but they must specify a “reasonably short” end date for the restriction. Reasonably short means generally no longer than two years, according to the following circumstances:

- If the depositor is a student at the time of the initial deposit, the embargo will be lifted maximally two years after the student graduates or otherwise separates from the home department.
- If the depositor is not a student at the time of initial deposit, but is collecting materials as part of a grant-funded project, the embargo will be lifted maximally two years after the end of the granting period.
- If the depositor is not a student and is not collecting materials as part of a grant-funded project at the time of initial deposit, the embargo will be lifted maximally two years after the initial deposit date.

Exceptions to the above can be negotiated with the Archive Director:

- For individual items in a collection that are particularly culturally sensitive; these items can be kept restricted for a longer period, but the majority of the items in the collection must have a clear plan for a short embargo period.
- For entire collections, the length of the embargo period can be extended on a case-by-case basis with the Archive Director.

For existing collections (started before October 15, 2015):

Collections with an already-established end date to their embargos will be honored. For those with no established end date, the Archive Director will work with the depositor to determine a reasonable end date that meets the language community's need for privacy and the archive's need for open access.

Global sunset clause

In no case will items be restricted for a period exceeding 20 years after deposit.