

This Community Code of Conduct covers our behavior as members of the Islandora Community, in any forum, mailing list, wiki, web site, IRC channel, public meeting, conference, or private correspondence. This set of principles articulates the values of the Islandora Foundation and lays out the ways that we want to treat each other. This evolving document not only expresses expectations for our interactions, systems of accountability, and means of care; it is also a space for us to aspire to make our part of the digital preservation world more equitable, just, and inclusive. Here is how we agree to operate:

- We are considerate. We are all in this together. Our work on the Islandora project affects users, developers, project managers, and many others with a stake in Islandora as both a piece of software and an open source project. We will keep those other stakeholders in mind when making decisions.
- We are inclusive. We explicitly value the contributions of our members who belong to groups who have been historically oppressed, and acknowledge that they face barriers to access our community. We aim to center them, lift up their voices, and provide additional assistance and resources when necessary.
- We are respectful. Everyone can make a valuable contribution to Islandora, regardless of age; appearance or body size; employment or military status; ethnicity; family status; gender identity or expression; immigration status; marital status; national origin; physical or cognitive ability; political affiliation; sexual orientation; race; or religion, and all contributions are welcome. This list will grow as our community grows and as language evolves.
- When we disagree, we do this in a polite and professional manner. We may not always agree. When frustrated, we back away and look for good intentions, not reasons to be more frustrated. When we see a flaw in a contribution, we offer guidance on how to fix it.
- We are collaborative. Collaboration is vital to the Islandora project and related open source communities. We work with our own institutional teams, with other teams in the Islandora community, and with collaborators outside of our community on related projects. We collaborate to reduce redundancy, to share knowledge, to improve our product, and to perfect our processes. We strive to do our work as transparently as possible and we welcome new collaborators with enthusiasm. We also follow community guidelines for how to collaborate, including workflows and documented practices for contributing to the project.
- When we disagree about how the community or the Islandora platform should work, we consult others. It is important that we resolve disagreements and differing views constructively and with the help of the community and community processes. We have Interest Groups, the Committers' group, the Technical Advisory Group, the Coordinating Committee, and a Board of Directors who can all be consulted on the proper direction to resolve a given conflict.
- We say thank you and let people know when they have done good work. It is a small thing, but it means a lot. When someone makes a contribution, helps us with a problem, or otherwise goes out of their way to make our work easier, we thank them.
- When we are unsure, we ask for help. Nobody knows everything, and nobody is expected to be perfect in the Islandora community. Everyone here was new once. Questions are highly encouraged on our listserv and add to the community's base of knowledge. Questions will always be treated respectfully.

- We are respectful of each other's time. Much of the work done in this community is by volunteers. The depth of experience in the community is a great resource, but not an infinite one. When we get help, we try to give back as well.
- We try not to leave holes when we depart. Members of every project come and go. We document our work throughout the process so that if we leave, continuity is possible. When somebody leaves or disengages from the project, in whole or in part, we ask that they do so in a way that minimizes disruption to the project.
- We are a community of professionals, and we conduct ourselves professionally. Be kind to others. Do not insult or put down other participants or other communities and projects. Harassment and other exclusionary behavior aren't acceptable. This includes, but is not limited to:
 - Violent threats or language directed against another person.
 - Discriminatory jokes and language, such as but not limited to ableist, ageist, elitist, fatphobic, racist, sexist, anti-immigrant, transphobic, or homophobic behavior or language.
 - Not using an individual's preferred name and/or pronouns.
 - Posting sexually explicit or violent material.
 - Posting (or threatening to post) other people's personally identifying information ("doxxing").
 - Personal insults, especially those using racist or sexist terms.
 - Unwelcome sexual attention, physical contact, deliberate intimidation, stalking, or following.
 - Sustained disruption of talks, events, or other community work.
 - Repeated harassment of others. In general, if someone asks you to stop, then stop.
 - Advocating for, or encouraging, any of the above behavior.

As this document outlines, participants in the Islandora community seek to foster a generally positive and supportive environment. To protect the community, we will not tolerate ad hominem attacks on community members or disparagement of the project by individuals with an agenda inimical to the project. We pride ourselves on building a productive, happy, and flexible community that can welcome new ideas in a complex field, and foster collaboration between groups with, ultimately, the same needs, interests and goals. The Islandora Coordinating Committee commits to iterating on this code of conduct as we grow, revisiting and revising on an ongoing basis. The Islandora Foundation will also review these principles yearly to reaffirm any additions, changes, or deletions at the Annual General Meeting.

We are all (everyone in Islandora Foundation, working with Islandora Foundation, or attending one of our events) responsible for upholding the Code of Conduct and interrupting abuse, microaggressions, harassment, and other violations of the Code. In many cases we can shift behaviors in this way, and you can always directly ask for informal support from anyone in the Islandora Foundation, Committers groups, Technical Advisory Group, Coordinating Committee, or Board of Directors to help shift the behaviors of colleagues and interrupt harassment. Members of these groups are listed [here](#).

Community members who violate these guidelines will be notified and asked to change their behavior. Violations may result in loss of membership in project groups, revocation of special access to project resources, and/or loss of access to project communication channels (listserv, irc, github, and others).

Offenders may be asked to stop participating in the project or directed to filter their participation through another member of their institution (if applicable).

Reporting Guidelines

If you believe someone is violating the code of conduct we ask that you report it to the Islandora Foundation by emailing community@islandora.ca or filling [this form](#) with an anonymous option. Responses are monitored by the employees of the Islandora Foundation. If you are not comfortable contacting the employees of the Islandora Foundation with your report, you may contact the [Chair of the Islandora Foundation](#). All reports will be kept confidential, unless there is a legal obligation to disclose (for example, mandatory reporting of a crime). In some cases we may determine that a public statement will need to be made. If that's the case, the identities of all victims and reporters will remain confidential unless those individuals instruct us otherwise.

If you believe anyone is in physical danger, please notify appropriate law enforcement first. If you are unsure what law enforcement agency is appropriate, please include this in your report and we will attempt to notify them.

In your report please include:

- Your contact info (so we can get in touch with you if we need to follow up)
- Names (real, nicknames, or pseudonyms) of any individuals involved. If there were other witnesses besides you, please try to include them as well.
- When and where the incident occurred. Please be as specific as possible.
- Your account of what occurred. If there is a publicly available record (e.g. a mailing list archive or a public IRC logger) please include a link.
- Any extra context you believe existed for the incident.
- If you believe this incident is ongoing.
- Any other information you believe we should have.

What happens after you file a report?

You will receive an email from the Islandora Foundation acknowledging receipt.

The Coordinating Committee will meet to review the incident and determine:

- What happened.
- Whether this event constitutes a code of conduct violation.
- Who the bad actor was.

- Whether this is an ongoing situation, or if there is a threat to anyone's physical safety.

In the event that a member of the Coordinating Committee or Board of Directors is involved in the incident:

- That member agrees to recuse themselves of any discussion, and
- The Coordinating Committee or Board of Directors will communicate about the reported issue outside of channels that include that member.

If this is determined to be an ongoing incident or a threat to physical safety, the Coordinating Committee's immediate priority will be to protect everyone involved. This means we may delay an "official" response until we believe that the situation has ended and that everyone is physically safe.

Once the Coordinating Committee has a complete account of the events they will make a decision as to how to respond. Responses may include:

- Nothing (if we determine no violation occurred).
- A private reprimand from the working group to the individual(s) involved.
- A public reprimand.
- An imposed vacation (i.e. asking someone to "take a week off" from a mailing list or IRC).
- A permanent or temporary ban from some or all Islandora spaces (mailing lists, IRC, etc.)
- A request for a public or private apology.

We'll respond within one week to the person who filed the report with either a resolution or an explanation of why the situation is not yet resolved.

Once we've determined our final action, we'll contact the original reporter to let them know what action (if any) we'll be taking. We'll take into account feedback from the reporter on the appropriateness of our response, but we don't guarantee we'll act on it.

Finally, the Coordinating Committee will make a report on the situation to the Islandora Foundation Board of Directors. The board may choose to make a public report of the incident. If so, the identities of all victims and reporters will remain confidential unless those individuals instruct us otherwise..

Appeal Process

Only permanent resolutions (such as bans) may be appealed. To appeal a decision of the Coordinating Committee, contact the Islandora Foundation Board of Directors at community@islandora.ca with your appeal and the Islandora Foundation board will review the case. If there is a potential conflict of interest, parties will be asked to recuse themselves.

Ideas and text modelled on the Codes of Conduct of [Django Software Foundation](#) and [OpenStack](#)

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