

Page Redaction Policy

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The Biodiversity Heritage Library is a free and open access collection that prioritizes unrestricted access to its materials. In *rare cases* however, redacted pages or portions of pages may be present in the collection because a decision was made to protect sensitive species or personal information, e.g. Personally Identifiable Information (PII)¹. In these cases, BHL must balance its commitment to open access while protecting against access to private information. Rather than prohibit the inclusion of materials that contain sensitive species or personal information as part of BHL's open access collection, the preference is to redact sensitive information in order to permit access to as much of the remaining content as possible.

BHL does *not* intend to prohibit sensitive information from its collection. The purpose of the policy is to guide Partners who may wish to redact sensitive content present in the pages of cover-to-cover items they are digitizing. Any decision or action to redact content is the responsibility of BHL Partners, especially in the case of archival materials where sensitive

¹ Personally Identifiable Information (PII) is defined as..."information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context." -- https://en.wikipedia.org/wiki/Personally_identifiable_information

information could be more likely to occur.

BHL will communicate clearly to our users about the fact that full pages or portions of pages have been redacted for a given item in the collection. Please see our [workflow recommendations](#) for details.

Content redacted from BHL will not be retained or preserved in digital form otherwise. In other words, only the original physical copy will retain the sensitive information and must thus be accessed on site. Please refer to the **Holding Institution** for information about the location of the physical material.

All content in the BHL collection is made available for free and open access. Once provided in our digital collection, it is very difficult to redact pages after-the-fact. Due to the configuration of the BHL repository, it may be necessary to remove a book or volume in its entirety in order to accomodate page redaction after an item has already been included in the collection. Requests for removal of content with sensitive information will be considered on a case by case basis. Please direct requests to <http://www.biodiversitylibrary.org/contact/#/comments>.

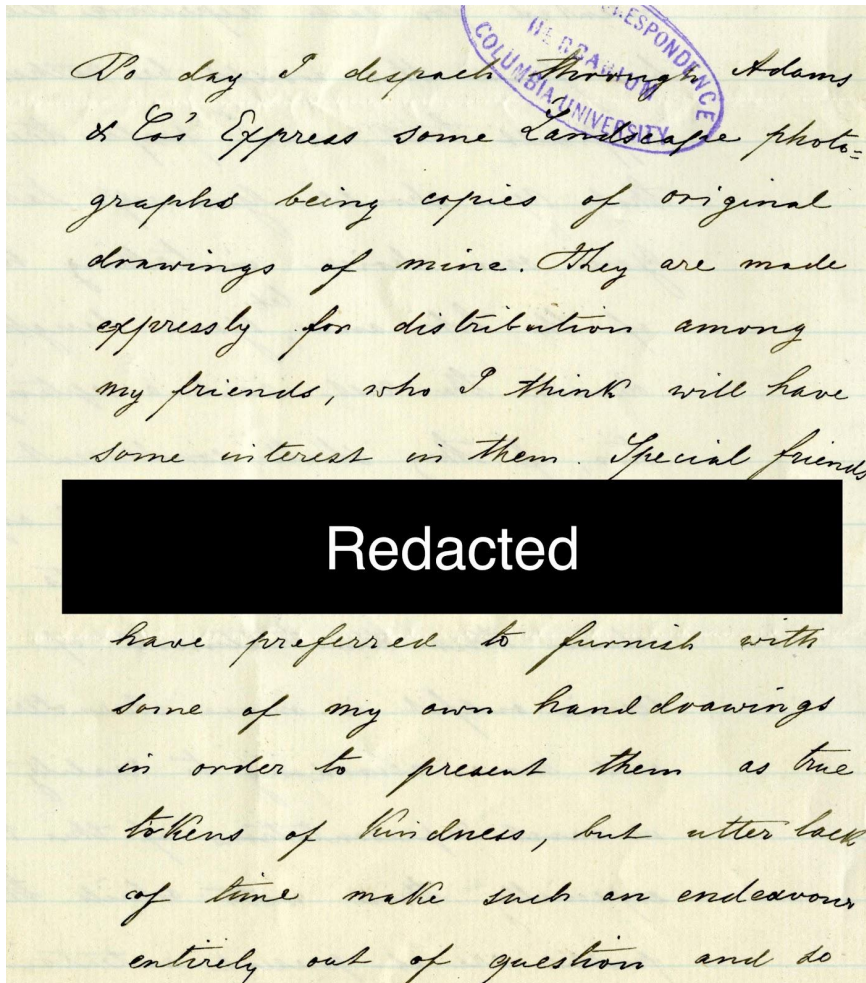
Proposed Workflow

Page Images

1. Pages must be redacted PRIOR to upload to BHL. It is the responsibility of the **Holding Institution** (or **Scanning Library** if different) to redact pages or portions of pages where necessary:
 - a. Additional software may be needed to digitally obscure the page, e.g. Adobe Photoshop.
 - b. Page content may be physically redacted at the time of digitization by resizing, printing out, and overlaying BHL's [page redaction template](#) to completely obscure sensitive information.
2. Redacted pages are most easily uploaded to BHL via Macaw. At this time, Internet Archive cannot provide page redaction services.

Redaction Template

Example 1



Redaction label should be a black rectangle with the word "Redacted" printed in the center.

If you need to redact on the physical copy, please use the following template: Can be resized...

Redaction Template Downloads

If you do not have access to software that can create the black box with the "Redacted" text as shown in "[Example 1](#)," download one of the files below. You should be able to open the file in your computer's standard image viewing software such as Preview (Mac) or Photo Viewer (Windows) and resize the image as needed.

- [Redacted template file .png](#)
- [Redacted template file .tiff](#)

Metadata

3. Add item level metadata in the **<Copy specific information>** field to inform users of the presence, and extent if necessary, of redacted pages within the volume.
 - a. Recommended language: **“Sensitive information has been redacted from this volume.”**
 - b. Note: it is not necessary to include information about redacted content in the page level metadata.

Transcriptions

As best practices and documentation around transcribing content in the BHL collection are finalized, any relevant issues related to page redaction will be articulated here.

Examples in BHL

<https://www.biodiversitylibrary.org/bibliography/136000#/summary> - see item level copy specific note “Some personal information has been redacted. Blank endpaper preceding back cover was not scanned.”

Redacted pages: <https://biodiversitylibrary.org/page/54033881>,
<https://biodiversitylibrary.org/page/54104714>, <https://biodiversitylibrary.org/page/54142812>

- Should we recommend that all page redactions look the same? Or can institutions decide what works best for them?
- To what extent do we need to indicate the page was redacted? Do we need page metadata as such or a note on the redacted page image itself?

IF necessary, Redacting after the Fact...