

## Southland Oral History Project Notice and Takedown Procedure

In making material available through the Southland Oral History Project either online or at the library, Invercargill City Libraries and Archives (“ICLA”) acts in good faith. We strive to do our due diligence in gaining adequate permissions for all content publicly available through the Southland Oral History Project.

However, despite these efforts, we recognise that, from time to time, material made publicly available may be in breach of copyright laws, contain sensitive personal information, or contain content that may be regarded as sensitive, objectionable, obscene, offensive, disturbing or defamatory.

### Notice

Please notify us in writing if you have found material in the Southland Oral History Project Collection that you are concerned contains:

- content that breaches your copyright (or the copyright of a person for whom you are the authorised representative) and that is not covered by a limitation or exception;
- your personal information for which you have not given permission, or that otherwise contravenes privacy laws; or
- content that you consider sensitive, objectionable, obscene, offensive, disturbing or defamatory.

Send your notification to us by:

- email to the Project Coordinator at [sohp@ilibrary.co.nz](mailto:sohp@ilibrary.co.nz); or
- letter, mailed to Southland Oral History Project, Invercargill City Libraries and Archives, Private Bag 90111, Invercargill, 9810.

Your notification must specify the following:

- Your contact details.
- The full details of the material.
- If the request relates to copyright, provide proof that you are the rights holder and a declaration made under the Oaths and Declarations Act 1957, that you are the rights holder or authorised representative. It is a criminal offence to make a false oath or declaration.
- The reason for your request including, but not limited to, those detailed above.

## Takedown

Upon receipt of notification, this 'Notice and Takedown' procedure is then invoked as follows:

- ICLA will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint.
- Upon receipt of a valid and plausible complaint, public access to the material will be revoked, pending an agreed solution.
- ICLA will contact the contributor of the material, if relevant. The contributor will be notified that the material is subject to a complaint, under what grounds, and will be asked to provide their response to the concerns raised by the complainant to ICLA.

The complainant and the contributor will be encouraged by ICLA to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:

- The material is re-posted in the collection unchanged.
- The material is replaced in the collection with changes.
- The material is permanently removed from our collections.

If the contributor and the complainant are unable to agree to a solution, the material will remain unavailable until a time when a resolution has been reached.

ICLA reserves the right in its absolute discretion to take any of the actions above if:

- there is no contributor;
- the contributor cannot be contacted;
- the contributor fails to provide a response to ICLA in a timely manner; or
- ICLA is unable to obtain resolution between the parties within a timeframe ICLA considers reasonable.

*This procedure was last updated on 5 October 2021.*

Copyright Notice: This Notice and Takedown Procedure has been adapted (with changes) from the Notice and Take Down Policy on Tauranga City Libraries' website (Notice and Takedown Procedure | Pae Korokī (tauranga.govt.nz)). TCL have licensed their Policy under a Creative Commons Attribution-Non-commercial-Share Alike 3.0 New Zealand License. TCL have not been asked to endorse our Procedure.