



Arthur H. Robinson Map Library
University of Wisconsin-Madison

Policies and Procedures for Digital Geospatial Data (GIS Data): County and Municipal Data Acquisition and Distribution

Section 1: County and Municipal Level Data - Acquisition

- A. The Library must follow existing University procedures for obtaining proper signatures on any legal documentation that individual counties or municipalities determine are necessary before any digital geospatial data is acquired by the library (*this policy is available at: http://www.bussvc.wisc.edu/howto/admin/university_signature.html*).
- B. The Library can and will pay fees for data if they are reasonable and if the data is a highly requested item by students, faculty, and staff of the University of Wisconsin-Madison. It is ultimately up to the Map and GIS Librarian to determine whether certain fees should be or can be paid in order to acquire digital geospatial data sets.
- C. Upon receiving any data from a county or municipality, copies of the original CD(s) or DVD(s) must be made on "Archival Gold: 100 Year" discs for permanent back-up copies. IN addition if the data was acquired by any other means (not on CD or DVD) the data is to be copied to an "Archival Gold disc". The data is also archived in digital format on an external 1Tb hard drive located in the library, which only the Map and GIS Librarian has access to (*i.e. patrons do not have direct access to county and municipal data on CD or DVD from physical collections within the Map Library*).
- D. Upon receiving any data from a county or municipality, hard copies of any license or data distribution agreements are kept on file for reference in the Map Librarian's office.
- E. Upon receiving any data from a county or municipality, records must be kept as to when the library received such data, and how many requests for that data there have been on an annual basis. For high-demand areas, all necessary action will be taken to make sure the data is updated on an annual basis, or any time frame that seems reasonable depending on the type of information (*i.e. parcels vs. orthophotos*). Should certain counties request that annual statistics for usage be provided; the library can make these available.

Section 2: County and Municipal Level Data - Distribution

- A. Any legal documentation (license or data distribution agreements) signed by both parties must be complied with when data is made available from the library.
- B. The Map and GIS Librarian controls access to the digital geospatial data acquired from Wisconsin counties and municipalities. Therefore, data must be officially requested via email, phone, or in person directly to the librarian. (*In most cases an actual in-person reference interview and needs assessment is conducted, to avoid the "just give me all the data you have" type requests*).
- C. Data is only to be given to students, faculty, and staff of the University of Wisconsin-Madison for research and educational purposes (unless specified otherwise by the county or municipality). Verification of current and valid University status or standing is done by obtaining proof that the patron has a University of Wisconsin-Madison Identification card.
- D. Data is only distributed to a student, faculty, or staff member of the University of Wisconsin-Madison after an official request is made directly to the Map and GIS Librarian. Any additional distribution forms or agreements deemed necessary by the county or municipality must be signed by the patron at this time if required (*i.e. Milwaukee County*). (*The library keeps no personal information linked to any patron on site, due to the library's strict rules on patron record retention*).
- E. Data is distributed on CD or DVD from the library directly to the patron. Data can be copied to a patron's external hard drive or flash drive by the Map and GIS Librarian only if there is no license or data distribution agreement to accompany that particular set of data. If a license or distribution agreement does exist, the patron must acquire the data on a CD/DVD from the library with the agreement included on the disc. County and/or municipal digital geospatial data is never emailed to patrons. Members of the UW-Madison community that request data accompanied by a license or distribution agreement are not charged for the CD or DVD they receive from the Map Library.
- F. Also included on the distributed CD/DVD will be a copy (PDF) of the Map Library's Data User Agreement. Upon requesting and receiving data from the Map Library, the user acknowledges that he/she understands the data is only to be used for criticism, comment, teaching, scholarship, or research purposes.