



## DEPARTMENT OF GEOGRAPHY

Arthur H. Robinson Map Library

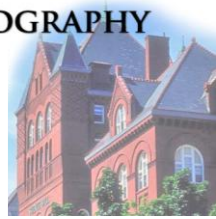
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Arthur H. Robinson Map Library  
University of Wisconsin-Madison

# 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](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, municipality, or RPC, 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, municipality, or RPC, 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, municipality, or RPC, 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, Municipal, and RPC 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 the online request form, 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, municipality, or RPC). Verification of current and valid University status or standing is done prior to dissemination of any data.
- 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.
- E. Depending on file sizes, data is distributed various ways: (1) on CD or DVD; (2) via electronic ftp; or (3) copied directly to patron’s external hard drive. If a license or distribution agreement does exist, the patron must obtain a copy of the agreement along with the data in any of the three data delivery methods listed above. *(Members of the UW-Madison community who request data that must be copied to physical media such as a CD/DVD are never charged for the discs they receive from the Map Library).*
- F. Accompanying the data, patrons receive a digital 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.