

# Staff guidelines for editing Wikipedia



Version: 1.0

Last Amendment:

Approved by: Executive

Policy owner/sponsor: Director, Library Services

Policy Contact Officer: Project Leader, Innovation Project

Policy No: PD/37 TRIM File No: 46617

Date approved: 04/02/2014

Next review: 04/02/2017

## 1. Summary

Wikipedia is different from most other social media channels used by the State Library of New South Wales. Wikipedia is an encyclopedia, so it is a tertiary source that does not publish original information, that is, information for which no independent secondary source exists. Wikipedia contributors, including Library staff, do not own their contributions; contributions may be contested or changed. Wikipedia is a community-written encyclopedia and members of the public may write about Library objects or the Library itself.

These guidelines communicate the State Library's expectations of staff engaging in editing Wikipedia articles and provide a public-facing explanation of the editing methodology of Library staff, and, for the Wikipedian audience, also acknowledge that the institution is aware of and dealing with any potential conflicts of interest in (paid) staff editing.

The guidelines were developed using as a template, the [United States National Archives wikiproject's guidelines](#) under the Creative Commons Attribution-ShareAlike License. These guidelines are published under the same license. A Wikimedia blog article by the Wikimedia foundation Executive Director (attached to this policy) emphasises the importance of this policy in guiding the Library's engagement with the Wikimedia community.

## 2. Policy statement

Creating and editing articles in Wikipedia is in line with the State Library of New South Wales' mission of providing equitable access to contemporary and historical knowledge.

2.1. State Library staff participate in Wikipedia on an equal footing with all other editors by using individual rather than Library accounts.

2.2. Where State Library staff are contributing Library assets (ie, digitised images of collection items that are in copyright, or photographs taken by the Library) to the Wikimedia Commons, they must: have Library authorisation to release the specific files; use the appropriate license; and apply the Library's template. They must also complete the Open-source Ticket Request System (OTRS) process to verify and archive copyright licensing permissions on images.

- 2.3. State Library Staff must disclose their affiliation with the Library on their user page before editing. Templates are available on the State Library's [Participants](#) project page.
- 2.4. State Library staff are expected to contribute factual information to Wikipedia. Simple factual changes (e.g. personnel or statistics updates) may likely be made without contention. Where extensive changes to an article about the Library as an institution are planned, Library staff should propose changes first using discussion pages or other fora.
- 2.5. Additions to articles must be verifiable. This means that independent media or secondary sources should be cited whenever possible.
- 2.6. When editing articles, an impartial voice should be maintained. State Library staff must remember they are writing for an encyclopedia, not speaking for the Library.
- 2.7. The State Library's Social Media Policy and Code of Conduct and Terms of Use for Interaction with State Library Forums applies to all Library staff interactions with Wikipedia.

### 3. Legislative and Policy Framework

Most relevant legislation

- [Copyright Act 1968](#) (Cth)
- [Defamation Act 2005](#) (NSW)
- [Government Information \(Public Access\) Act 2009](#) (NSW)
- [Library Act 1939](#) (NSW)
- [Library Regulation 2010](#) (NSW)
- [Privacy and Personal Information Protection Act 1998](#) (NSW)
- [Spam Act 2003](#) (Cth)
- [State Records Act 1998](#) (NSW)

Related and/or most relevant State Library and government policies

- [Reader and Visitor Code of Conduct](#)
- Complaints handling policy (Draft)
- Film / Moving Image at the Library
- Information Security Policy (Pdf)
- [Internet Usage Policy](#)
- [NSW Government Social Media Policy and Guidelines](#)
- [Privacy Management Plan](#)
- Records Management Policy (pdf)
- [Social Media Policy](#)
- [State Library Policy on Publishing Items](#)
- [Web Privacy Statement](#)

### 4. Definitions and acronyms

*Wikipedia*: a free, open content online encyclopedia created through the collaborative effort of a community of users known as Wikipedians. Anyone registered on the site can create an article for publication; registration is not required to edit articles.

*Wikimedia Commons (or simply Commons)*: an online repository of free-use images, sound, and other media files. Files from Wikimedia Commons can be used across all Wikimedia projects in all languages, including Wikipedia, Wikibooks, Wikivoyage, Wikispecies, Wikisource, and Wikinews, or downloaded for offsite use.

*Conflict of interest editing*: an incompatibility between the aim of Wikipedia, which is to produce a neutral, reliably sourced encyclopedia, and the aims of an individual editor. Conflict of Interest editing involves contributing to Wikipedia in order to promote your own interests or those of other individuals, companies, or groups.

## **5. Recordkeeping**

The State Library is required to comply with the *State Records Act 1998* including Standards and Disposal Authorities issued under the Act. Records created as a result of using social media are subject to the same business and legislative requirements as records created by other means.

By capturing and retaining the State Library's social media presence we are documenting, for future generations, how we shared information and engaged with a world wide audience.

State Library staff who create a new article for Wikipedia are required to capture a copy to pdf and forward the copy to the Records Management Coordinator for registration in TRIM.

Records of edits to existing articles are to be maintained within Wikipedia.

## **6. Responsibilities**

Managers and supervisors are responsible for managing processes relevant to this policy and communicating this policy to staff.

The Director, Library Services or their nominee, is responsible for ensuring that all staff editing in Wikipedia as part of the Innovation Project are familiar with these guidelines.

Library staff are responsible for understanding and complying with this policy.

## **7. Approval**

This policy was approved by Executive on 4 February 2014.

## **8. Implementation**

This policy is implemented on 4 February 2014.

Following Executive approval the editing guidelines are to be published by the Project Leader, Innovation Project, on the Library's public-facing project page on Wikipedia<sup>1</sup> as well as on the Library's website and intranet.

## **9. Prepared by:**

Program Manager, eRecords Project and Project Leader, Innovation Project

26 September 2013

## 10. Document History and Version Control

Version	Date approved	Approved by	Brief description
1.0	4 February 2014	State Library Executive Committee	First release

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<sup>1</sup> [http://en.wikipedia.org/wiki/Wikipedia:GLAM/State\\_Library\\_of\\_New\\_South\\_Wales](http://en.wikipedia.org/wiki/Wikipedia:GLAM/State_Library_of_New_South_Wales)