

Takedown Policy for Digital Collections

The North Dakota State Library (NDSL), makes every effort to ensure that it has the appropriate rights to provide access to the content in our digital collections. These materials are made available for educational and research use.

NDSL primarily uploads and provides access to content that is in the public domain, covered by Fair Use, or has received permission from rights holders when possible. However, due to the nature of these collections, we are not always able to identify this information.

If you are a rights holder and are concerned that you have found material in NDSL's digital collections for which you have not granted permission and believe inclusion of this material violates your rights (e.g. inclusion is not covered by Fair Use or another exception under U.S. copyright laws), you may request the removal of the material by submitting a notice, with the elements described below, to the Digital Initiatives team at ndsl-digital@nd.gov. Requests can also be submitted by mailing them to:

Digital Initiatives
c/o North Dakota State Library
604 East Boulevard Avenue
Bismarck, ND 58505-0800

Please include the following in your notice:

- Your contact information (name, address, email, and phone number).
- Exact URL where you found the material.
- Details that describe the material (title, collection name, identification numbers, etc.).
- The reason why you believe your rights have been violated (include any pertinent documentation).
- A statement signifying that you in good faith believe the use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
- A statement signifying the information in your notice is accurate and that you are the rights holder or are authorized to act on behalf of the owner.

Upon receipt of a takedown notice, NDSL will:

- Promptly acknowledge the receipt of the notice
- Assess the validity of the information

Upon request, NDSL may temporarily remove the material from public view while the concern identified in the notice is assessed.

Upon completion of our assessment, NDSL will take appropriate action and communicate that decision to you.

