

# Server Sustainability Policy

Last Updated November 2019

In order to ensure the sustainability of projects hosted on RRCHNM servers, RRCHNM commits to hosting the following types of websites, under the following conditions:

1. RRCHNM projects
  - a. RRCHNM projects are defined as those for which the center itself is the ultimate “owner” of the project
  - b. these projects may be hosted on RRCHNM servers indefinitely
2. RRCHNM-associated research projects
  - a. RRCHNM-associated research projects are defined as those for which GMU faculty/staff/graduate students in the Department of History and Art History, or who were or are affiliated with RRCHNM, are the primary “owner” of the project
  - b. these projects may be hosted on RRCHNM servers only at the discretion of the current senior staff, and will be re-evaluated annually
  - c. if hosting is terminated, there will be up to 3 months of a grace period for the project to be moved to its new home or triaged/archived
3. RRCHNM-associated teaching projects
  - a. RRCHNM-associated teaching projects are defined as those for which GMU faculty/staff/graduate students in the Department of History and Art History, or who were or are affiliated with RRCHNM, are the primary “owner” of the project
    - i. no new WordPress websites should be hosted unless there is a compelling reason why GMU’s internal services and WordPress.com and Reclaim Hosting’s external services are insufficient
    - ii. no new Omeka Classic websites should be hosted unless there is a compelling reason why Omeka.net and Reclaim Hosting’s services are insufficient
    - iii. we will run at most one Omeka S install for teaching projects at a time and only RRCHNM team members will be global administrators; anyone who needs global administrator (vs. site administrator) permissions for an Omeka S install should use external services (e.g. Reclaim Hosting)
  - b. users must work with RRCHNM team members to install software as needed
  - c. these projects will only be hosted for one semester at a time and the server will be reset at the end of final exams each semester
4. Contracted projects under development
  - a. contracted projects under development are defined as those for which an outside party contracts or sub-contracts to RRCHNM for project/site development
  - b. these projects may be hosted on RRCHNM servers for the duration of the contract or until RRCHNM development work ceases, whichever comes later
  - c. there will be up to 3 months of a grace period for the project to be moved to its new home
5. Contracted projects paying for hosting

- a. contracted projects paying for hosting are defined as those for which an outside party contracts or sub-contracts to RRCHNM to host a project
  - b. these projects may be hosted on RRCHNM servers for the duration of the contract
  - c. there will be up to 1 month of a grace period for the project to be moved to its new home
6. Legacy projects
- a. legacy projects are defined as any project that exists on RRCHNM servers that does not fit in the above categories, including personal (non-project) websites
  - b. these projects may be hosted on RRCHNM servers only at the discretion of the current senior staff, which may be rescinded at any time
  - c. if hosting is terminated, there will be up to 1 month of a grace period for the project to be moved to its new home

For all projects, RRCHNM team members reserve the right to make any and all changes necessary to secure the site while it is hosted on RRCHNM servers. This includes, but is not limited to, making changes to ensure projects meet RRCHNM's minimum hosting requirements.