



ARCHIVAL & STORAGE POLICY

HeinOnline, Microforms, & Print Material



The Hein Company has scanned thousands of old and rare books that cannot be disbound for scanning. Our custom software and scanners allow rare books to be imaged and formatted for HeinOnline, converted to a microform format, or reproduced back to acid free volumes to replicate the originals. The original books are then returned to the lending libraries.

As a company, we have made provisions to have safe and secure storage environments, as it would be impossible and unreasonable to place old and rare books in dark archive storage.

Enclosed you will find details regarding our policies for digital content storage, microform storage, and the storage of original print materials.

DIGITAL CONTENT STORAGE

Digital File Backup

HeinOnline is configured in multiple high-availability clusters utilizing load balancing technologies. Each cluster has full copies of the databases as well as active and backup copies of all content. HeinOnline content is served over the Internet via fully redundant live servers located in multiple datacenters. One center is located in the William S Hein & Co., Inc corporate headquarters in Getzville, NY with the other being a co-location facility in Buffalo, NY.

DATA CENTER #1:
William S. Hein & Co., Inc.



Each site is fully redundant and can run full load if necessary



DATA CENTER #2:
Buffalo, NY - Offsite



Complete backup copies of all HeinOnline content are kept in accordance with a daily and quarterly backup schedule. Thirty-one daily copies are continuously maintained with the oldest copy being replaced every thirty-first day. These backups reside in multiple data centers. Furthermore once a quarter there is a full point in time backup taken which is moved offline and transported by Lincoln Archive to one of their secure storage facilities. Lastly, content that is being processed/ingested for HeinOnline releases is backed up nightly on an off-site disk backup system.

Digital File Storage

Digital files copies are also stored in multiple locations. In addition to the HeinOnline content copies, we keep storage copies, which are the original copies of anything that has ever been scanned. We also keep microform copies which contain digital files of content formatted for microfilm, and digital print copies which contain digital files of content formatted for digital print.

MICROFORM STORAGE

Master Microforms

Two copies in two separate locations. We have a climate controlled master vault onsite where we store archival microform masters. This vault is temperature and humidity controlled according to ANSI/ISO standards and contains a fire suppression system to ensure a safe, secure, and stable storage environment.

Security Copies of Masters

We also have a second storage vault located at an offsite location in Buffalo, NY that contains security copies of the microfiche masters and roll film. This vault is temperature and humidity controlled as well.

ORIGINAL PRINT MATERIALS

Storage of Original Print Materials

Any content contained in HeinOnline can be printed in a bound hard copy and supplied to a patron or library. This capability eliminates the need for vast storage of print content.

As the world's largest distributor of legal periodicals (having the exclusive hard copy reprint rights to over 1500 law reviews and journals) we store anywhere from 2 to 50 copies of each volume in HeinOnline. We also advocate law schools take responsibility for maintaining one or more copies of their own periodicals. Furthermore, it is the mission of the Law Library of Congress to maintain two print copies of every U.S. Law review and one print copy for major law reviews from around the world. They use HeinOnline as an index to identify titles they do not have in their holdings and then purchase print copies.

