Purpose

Provide a secure solution for requesters to contact authors of RUcore resources and request permission to access embargoed datastreams. This service will be made available to all resources in RUcore and be a provided through a rucore.libraries.rutgers.edu URL.

Implementation

When a user visits a resource that has an embargoed datastream below the embargo note for the datastream a link will be offered allowing the user to request a copy of the datastream. The link will direct the user to the following URL syntax.

<div align="center">

`./rutgers-lib/1234/pdf/1/request/`

</div>

This URL syntax adds the verb "request" to the end of the normal access URL for the datastream.

Initial Request

The requester will be presented a request form that follows the guidelines from the Multiple Version Specifications for Faculty Deposits specification (pg. 13).

<div align="center">

https://rucore.libraries.rutgers.edu/collab/ref/spc_steering_r7_4_r7_5_versioning.pdf

</div>

The requester will be required to provide their name, email address, and justification of the request in the form of a note.

Request Confirmation

A message is sent to the email address provided asking the requester to confirm the request. In the message will be a link with a unique encoded hash that is appended to the request URL noted above. This URL can be used by the requester at any time during the request to monitor the current state of the request.

`./rutgers-lib/1234/PDF/1/request/eJwzT0o0N0o1NbewtDQxTjRPMUw2NzY1NLM0S05KM001sQQAiw4IfQ%253D%253D/`

The requester can confirm or deny the request. If the request is denied then nothing happens. If approved, an email is sent to the author providing the author with the requesters name and justification, if provided.

The requesters email address is not exposed to the author and the authors email address is not exposed to the requester any time during this process.

Request Approval

The author will receive an email explaining a request has been made for a datastream that has been embargoed. In the email a link will be provided to either approve or deny the request. This link is formed similarly to the link provided to the requester.

`./rutgers-lib/1234/PDF/1/request/eJwFwYkBwCAIA8CV5DNmHECZosP3DpXQFzikW%TXnXe0SzDJ6wH0AJEYc%253D/`

 The author can approve or deny the request and provide a note that will be sent to the requester. Optionally, if the author approves the request the author can also choose to be informed by email once the file has been

downloaded.

At any time during the request the author can revisit the link provided in the email to get the current state of the request.

Request Denied

If a request is denied an email is sent to the requester stating the request was denied. If the optional note was supplied by the author that note will be sent in the email to the requester as well.

Request Approved

If the request is approved an email is sent to the requester with optional note supplied by the author and a link to download the file.

```
./rutgers-lib/1234/PDF/1/request/eJwFwYkBwCAIA8CVBKIp4%25ZguM2uKaLaeDSweMPIHKbgauQ%253D%253D/
```

When the requester visits the link a web page will offer a link to download the embargoed file with a note stating that they can only download the file once.

```
./rutgers-lib/1234/PDF/1/request/eJwFwYkBwCAIA8CVBKIp4KaLaeDSweMPIHKbgauQ%253D%253D/download/
```

When the requester clicks on the link the file download will begin. To download the file the user is briefly granted Fedora administrator access rights. When the download is complete those rights are taken away.

If the author requested to be emailed when the file was downloaded an email will be sent to the author.

Logs

This whole process is logged in an XML file that will reside in the record display code.

```
./rutgers-lib/logs/request.xml
```

This log file is not web accessible can only be reviewed and seen by those with system-level access. The individual requests and their current state are stored in the log file along with time stamps and IP addresses from requests, confirmation, and downloads.

Default Email Addresses

In the event an author's email cannot be determined the request will be sent to the RUcore repository manager listserv email address.

Considerations

Since the Fedora administrator account has a superior level of access to the system assigning this privilege, however briefly, to a user to download an embargoed item might not be the most secure option.

In the future we might want to explore writing our XACML date embargo policies to support access by more than just Fedora administrator account. One solution might be to create a specialized embargo access account that could be given access to the embargoed items and have no other special authorization to Fedora.

Flowchart: Request a Copy of Embargoed Datastream

- **Datastream Embargoed?** → No → Provide file link
- **Datastream Embargoed?** → Provide "Request a copy" link

  ./rutgers-lib/1234/pdf/1/request/

- Link visited → Provide a form requiring an requestor's name, email address, and rationale/reason.
- Submitted → Email sent to requestor asking to confirm request.
- **Email confirmed?** → Yes → Requestor visits the unique link.

  ./rutgers-lib/1234/pdf/1/request/3mk12m3213k00fa/

- Requestor visits the unique link. → Email sent to author with requestor full name and rationale/reason. Author asked to accept or deny request by visiting a unique link.
- Author visits the unique link.

  ./rutgers-lib/1234/pdf/1/request/12sdsa2kd0a/

- **Request accepted?** → Yes → Email sent to requestor with a one-time link to download the file and a optional note provided by the author. Optionally, the author can request to be emailed once the file has been downloaded.
- Requester downloads file. Email is sent to author if option was selected.

  ./rutgers-lib/1234/pdf/1/request/y1j2n99jko/

- **Request accepted?** → No → Email sent to requestor stating the request was denied with an optional note provided by the author.