

ETD Meeting: Library, Graduate School, FCLA, CIRCA

Minutes

Library West Conference Room, 429

January 31, 2008

10-11:30am

DRAFT v.4

Attendees: Laurie Taylor, Rich Bennett, Anne Taylor, Carl Van Ness, Bobby Parker, Gerald Langford, Dina Benson, Ken Booth, Cathy Martyniak, Priscilla Caplan, Lu Ai, Chuck Thomas, Maurice Sarns

NOTE: ACTION ITEM's highlighted in gray.

1. Introductions - All

Group members briefly introduced themselves.

Approve July minutes - All

The July 2007 ETD minutes were approved.

2. Update on August and December 2007 Classes - All

August is finished.

December 2007 classes are incorporating two major procedural changes, to be discussed later on dissertations. Discussion re: wrap up of the December 2007 class will take place via email as needed and will be finalized at the next ETD meeting.

3. Searching for Theses and Dissertations in new Catalog – Rich Bennett

Rich distributed a handout on UF Theses and Dissertations. It highlights the fact that a new [Library Catalog user interface](#) was introduced in August 2007. It is now easier to find a specific ETD by using the author's name.

A [special page](#) focuses on ways to easily retrieve Library Catalog records for UF ETDs. It outlines three easy ways to locate ETD records in the Catalog.

RSS feeds can be set up to provide automatic notification when new records are added.

Please send any questions/comments to Rich.

The Abstract Book is not produced in paper anymore, because the abstracts are available in the library catalog records

4. Reminder regarding Restriction Changes – Cathy Martyniak

Starting for the December 2007 graduating class, ETD restrictions changed. There are no longer 10-, 5-, 4-, and 3-year holds, nor is there a 6-month secret hold for patents. These have been changed to 6-month, 1- and 2-year embargos, and a 2-year secret hold for patents.

December 2007 is a transitional period, as some ETDs are adhering to the new restrictions and older ETDs are being grandfathered in.

Carl Van Ness will work with ETD authors who elect to change their embargo end date. Any student wanting a longer extension will need to file a new request every 2 years. The

embargo end date shall NOT be the date on the request letter but instead shall be one of the 6 standard "end of the month" release dates.

5. Helping Students Choose their Release Levels – Anne Taylor

Anne distributed a handout. The first page outlined the four-step process of choosing release levels, the second page served as a guide to the ProQuest/UMI Publishing Agreement, and the last page defined technical terms. Discussion ensued over the easiest way to change from the old UMI form to the new 26-page document. The key page in the new 26 page UMI document has 4 different boxes (the 4 boxer), each representing a different release method (open access or traditional) and release options (immediate release or 6 months, 1 year or 2 year embargoes). The release options on the UMI 4 boxer are separate from those in the UF Publishing Agreement. They only take effect once the dissertation is received by ProQuest. We now send dissertations to ProQuest AFTER any UF embargo period has been satisfied. (see section 6 below)

Maurice will add a note in the EDM system, alerting students that the two release levels are CUMULATIVE and not overlapping. UF will NOT track what the student selected in the 4 boxer.

Some suggestions were given for text on Open Access and cumulative embargo items. Anne will make agreed changes.

Any additional comments/questions should be sent to Anne.

6. Dissertation Content Transfer to UMI - All

As of December 2006, content is only sent to UMI if the release level is immediate. The remaining content stays at UF until release date. This release date trigger did not work properly in November 2007, resulting in late releases. FCLA will generate a report each time there is a release action and forward it to ETD members as an FYI. Preservation will use that report to pull permission forms from our back files that need to be forwarded to ProQuest.

Also starting for the December of 2007 graduating class, dissertation students can choose to **never** send their intellectual content to UMI using radio buttons in the EDM system. A spreadsheet that FCLA generates each semester using EDM metadata has a column labeled UMI. In the past, the two choices for data in the column were 'no' (which meant it was a thesis) and 'UMI' (which meant it was a dissertation and the content of the package should be FTP'd to UMI). Now, there will be three possibilities for the column, 'no' = same as before, 'abstract' means that the student has selected to NOT send their content to UMI and 'yes' which means the students DOES want their content to go to UMI. A different column indicates WHEN the content goes to UMI, if the student has selected that it can go to UMI but has not selected immediate worldwide release.

ProQuest receives paper abstracts for **every** (content sent as well as content not sent) dissertation, which is stapled to the UMI permission form, which is then entered into the UMI Dissertation Abstract International(DAI) database. Based on the fact that numerous other schools send only paper information and that data gets into DAI, there is no need to forward any additional information from FCLA. UMI will have to manually enter data by hand for UF 'dissertation content =no' students. Bobby will alert UMI to this development.

Maurice Sarns can generate an "abstract only" report to track those ETDs which will not be sent to UMI in case in the future a student wonders why the title does not display at UMI.

7. "Project in Lieu Of" Thesis - All

It was decided that these abstracts should be added to the Institutional Repository. There are currently ten awaiting ingestion. Bobby will send them to Matt Mariner and Dina Benson in the DLC. No record in the library catalog will be created as we assume a paper copy of these projects will eventually arrive at the Library and we do not want to have a catalog record until the paper copy is available to users. This is currently a pilot project model. A decision on whether to send these abstracts to FCLA has been tabled until the next meeting which will have a focus on Projects in lieu of thesis

9. Circa Training Update – Ken Booth

The CIRCA ETD lab has been changed to “The Application Support Center”. Training has been opened to all staff, faculty, and students.

Last year, 1910 people visited the facility, averaging 7 ¾ people per day. 443 registered for workshops and 1439 calls were received. HUB Room 224 houses 22 Workstations. Work is ongoing with a remedy ticket process to decipher Application Support vs. ETD.

The Acceptable File Formats document has yet to be posted on the Circa Page. Ken will post it as soon as possible.

8. Florida Digital Archive Thesis and Dissertation Ingest Update – Priscilla Caplan

There is no backlog. December 2007 ETDs should transfer tomorrow 2/01/2008.

10. Meeting Schedule - All

It was decided that the ETD Group will meet twice yearly: once in Spring and once in Fall. The January 2008 meeting will count as the Spring 2008 meeting.

11. Acceptable File Formats Chart - All

This document is posted [here](#). Carol Chou at FCLA will take a look and see what might need to be added, deleted, etc.

It was decided that ETD Documents should undergo an annual review. Cathy will review all relevant ETD documents and come up with a review schedule.

NOTE: Fall 2008 meeting may take place in mid to late September.