

ETD Meeting: Library, Graduate School, FCLA, CIRCA

Minutes

Library West Conference Room, 429

July 25, 2007

3:00-4:30pm

DRAFT

Attendees: Lu Ai, Ken Booth, Karen Bradley, Priscilla Caplan, Michele Crump, Erich Kesse, Gerald Langford, Cathy Martyniak, Maurice Sarns, Anne Taylor and Carl Van Ness

Introductions - All

Group members briefly introduced themselves.

Approve June minutes - All

The November ETD minutes were approved. Cathy will correct slight spelling errors.

Status of December 2006 and May 2007 ETDs - All

December is finished. May ETDs have been FTP'd and Lu Ai will send out a spreadsheet.

As of December 2006, UF is no longer sending ETDs with restrictions to UMI. May 2007 is the second semester of this policy implementation, and Lu has held back the ETDs. For these ETDs, Preservation has retained the UMI paperwork signed by the student and filed them according to release date. Once the release date occurs, Jennifer FTP's the files to UMI and alerts the UF ETD technical list serv that they have been sent. Preservation will then forward the appropriate paperwork to UMI as well.

Astrid has made the requested changes to the Restriction Lift Date Report. She will send it to Cathy by next week.

Procedural Reviews/Updates-All

Resolution of Restriction End Date discrepancies – This never made it to a policy document, but was last mentioned in the July 2003 ETD Group minutes. Regarding cases in which on-line release dates do not match signed permission forms (hard copy), the date in the graduate school EDM system **will be changed** to match the signed legal form. Cathy will add a line to the UF procedures citing this policy.

New UF Rights and Permissions Form – Two new approved forms were passed around for review, regarding [Master's Theses](#) and [Doctoral Dissertations](#). After submission, students cannot change information without process of appeal. Concern was expressed over the ambiguity of terms "embargo" and "secret"; the ProQuest Agreement explains the difference. Discussion over the language on the forms yielded changes to the terms "immediate release", "embargo, then immediate release", and "secret for two years, then immediate release". Karen Bradley will draft changes and send e-mail to Group for approval.

Erich Kesse reminded Group of student's right to repression of ETDs for x years before release, an option which is not included in new forms. This option was not included on the new forms in an attempt to stem student use.

Discussion yielded a decision to include Archivist's address on forms for those students.

The ETD Signature Page and the UF Rights & Permission form will no longer be photocopied back to back. They will now come from Anne's office as two separate pieces of paper.

For Doctoral Dissertations, students now have an option of not sending content to UMI along with abstract. These are termed the "Full Bundle" (metadata plus content) and "Mini Bundle" (metadata only). Discussion ensued over whether to include an additional value code for UMI submissions. Metadata will change to include umi = no (meaning a thesis), umi = abstract (meaning metadata only) and umi = yes (meaning metadata and content).

Priscilla Caplan brought a new XML Instructions sheet with changes in red; Maurice will make changes.

UF is only the second school to choose not to send content to UMI, MIT being the first.

New UMI Permission Form – Currently a 27-page [document](#) which will still be provided to students. Page 9 is of the most concern for UF, so two links will be provided: one to entire document, the other to Page 9 only.

2007 UF Acceptable Formats chart – Cathy pointed out the March 2007 version of the UF ETD acceptable file formats [chart](#). Priscilla provided an email from Carol Chou with some comments to Erich and Cathy. They will review her suggestions and make any needed changes to the chart. Ken Booth will add a link to it somewhere near the top of the CIRCA web site.

Lu will attach an object file format list for each new semester load for Cathy, for the purpose of checking for non-acceptable formats.

UF Campus-Wide ETD Procedures -- Gerald Langford and Cathy Martyniak reviewed and revised this [document](#). Submitted to the Group for review as an email attachment on the 26th; changes to be sent to Cathy Martyniak within two weeks.

Internal FCLA Procedures for UF materials – Paper copies of the July 24th version of this document were passed around and that version is posted on the UF Library ETD web site.

Abstract Book moving to Electronic for August 2007 Graduating Class – All

This is a 700-page document that has been produced each semester. The Group decided against producing it anymore, since the information can now be discovered within the Library Catalog. It was suggested that the Dissertations link be moved onto the Smathers Libraries home page. Michele Crump will contact Tom Minton about the possibility of this change.

CIRCA Training Update – Ken Booth

CIRCA has moved to the HUB

1100 walk-ins this year, which might surpass 2006 statistic

Added as part of UF HELP Desk, line #5

There haven't been many complaints.

FCLA Update on ETD ingest into Florida Digital Archives – Priscilla Caplan

All ETDs have been processed into the Archive -- a total of 4,187 in Archive, 128 rejected, 170 prep. rejected, and 7 problems.

The employed student will be moving off UF payroll and onto FCLA payroll, effective this week.

Electronic Signatures: Implementation Discussion - All

UF Legal Counsel has declared that Gatorlink numbers should be tied to digital IDs for electronic signature, university-wide. This decision is still on the backburner, until UF decides on a protocol. Bill Covey will be notified of the possibility.