ETD Meeting: Library, Graduate School, FCLA, CIRCA  
Minutes  
Library West Conference Room, 429  
November 13, 2006  
9:00a-10:30a  

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

1. **Introductions - All**  
   Committee members briefly introduced themselves.

2. **Approve June minutes - All**  
   The June ETD minutes were approved.

3. **Status of May and August 2006 ETDs - All**  
   There were 25 errors relating to release dates last semester. Maurice Sarns and Stacey reviewed the system of release dates and have hopefully fixed it. Now, after their 1st submission students will have to change their release date through the Graduate School Editorial Office. The new system should be ready by the beginning of spring 2007 and will be tested on the on the May 2007 class. The Graduate School will notify departments to remove outdated handouts. Maurice Sarns offered to search for postings of the old forms and to notify Karen Bradley with the locations. Anne Taylor believes it would be very helpful if students only had one location to enter this information.  
   The author's names were missing from the METS file. Maurice Sarns will look into it.

4. **UF Publishing agreement update – Karen Bradley & Cathy Martyniak**  
   Anne Taylor distributed the new version of the UF Publishing Agreement for Electronic Thesis and Dissertation (ETD). The bottom paragraph was added due to the current ProQuest/UMI Agreement. UF’s Legal Department still has to review/approve. This Thursday Cathy Martyniak will present the updated UF Publishing Agreement to the UF Graduate Council.  
   Priscilla Caplan recommended changing the 2nd paragraph, 1st sentence to read, “I hereby grant the Board of Trustees of the University of Florida (hereinafter referred to as UF) and its agents, principals, successors and assigns the nonexclusive license to archive, preserve, and grant access to my ETD. She also recommended changing the last paragraph, 2nd sentence to read, “If you are including a letter stating your requirements, please initial below.”  
   Priscilla Caplan distributed and briefly reviewed the ProQuest/UMI Open Access Publishing (FAQ) October, 2006 document. She noted that better access seems to be provided through Google Scholar.  
   Within the last year OCLC WorldCAT has created their dissertation and thesis database. Rich Bennett has not done a close analysis between that database and UMI. He does know it does not have full text unless it links to our full text; it only has the metadata. Erich Kesse offered DLC’s IR person to help Rich do an analysis if he is interested.  
   Cathy Martyniak will see how long ETDs are left up.

5. **UMI permission form update – Ann Taylor et al.**
UMI has sent a lengthy revised document to institutions for review. UF is still dissatisfied with the revised document however UMI contends many other institutions express satisfaction.

6. **FCLA Update on ETD ingest into archives – Priscilla Caplan**

   FCLA is steadily adjusting. The older ones will be a bit of a problem and some metadata will need to be created. PDFs without embedded fonts have proven to be problematic.

   LaTeX is not embedding fonts. Ken Booth will look at what can be done about that.

   Priscilla Caplan will send creating PDF guidelines to Misty Swain to post on the ETD website.

7. **CIRCA update on ETD training – Ken Booth**

   - 395 office visits this semester (does include some repetition)
   - 94 students attended template training seminars
   - Answered 1923+ emails about ETDs
   - Looking at approximately 370 thesis & dissertations per semester and a high number of those individuals are contacting CIRCA at least once.

   Work is currently being done to create training on how to incorporate graphic files. Work will also be done to create documentation to explain what type of graphic files should be used for various types of documents.

8. **Possible changes:**

   a. **Release date issues: New system for May 2007**

      (Discussed above in #3)

   b. **For December 2006 and future classes: How to ‘hold back’ titles with restrictions? – All**

      A small group discussed this topic this past summer. FCLA could hold ETDs until release date. Cathy Martyniak will send an official request to Priscilla Caplan via email.

   c. **E-abstracts: Are we ready?**

      Three part forms – abstract, biographical sketch and title page. How are these used can they go away and be made available from a different source.

      Carl Van Ness noted that he believes the paper form no longer serves any purpose from an archival perspective. Cathy will check with Library Reference staff to see if they use them. The paper form will be used for December 2006 and feedback will be sought from the Graduate Council about discontinuing use. Maurice could create biographical data field and anyone needing the form could create it via XML.

   d. **Unacceptable formats as attached objects: Is it a problem? If it is, how to keep them out? Should we even try?**

      Lu Ai generates file format attachment list each semester. In August 2006 all files attached on list. In May 2006 a lot of attachments not on list, such as, EXCEL, ZIP, MPS, LLB, etc.

      Maurice Sarns will check to see if he can make program MIMES types match acceptable formats list.

      Maurice will give Cathy Martyniak permissions to the EDS so she can see what type of attachments are being submitted.
Priscilla Caplan will see if FCLA’s Validater is portable.

e. Electronic signatures: Are we ready?
Discuss in spring semester. Winston Harris & Mark Sullivan have figured out how to create an electronic signature.

f. Other?

9. Other?

10. **ETD 2006**
Priscilla Caplan briefly reported on the ETD 2006 Conference.
- There was an anti UMI focus; Institutions not please with the open access options.
- Amazon piece mentioned only in passing
- The ETD meetings are being held internationally. This was the first North American meeting.
- UF & FCLA is way ahead in processing techniques.
- Some institutions are encouraging students to sign [Creative Commons Licenses](http://creativecommons.org).
- A representative from the Netherlands spoke about ETHOS. It is sort of like the state wide access we would like to have in Florida. Priscilla Caplan is looking into it to see if there is anything we can use.
- Priscilla encouraged all SUS institutions to send a representative to next year’s meeting, if possible.