UF ETD Fall 2010 Meeting

MEETING MINUTES
September 28, 2010

Attendees: Rimjhim Banerjee, Ken Booth, Priscilla Caplan, Gerald Langford, Bobby Parker, Stacy Wallace, Kaitlin Nelsome, Dina Benson, Sheeba Duty and Lisa Delacure

I  Introduction and approval of meeting minutes

Spring 2010 minutes were approved & can be posted on the website.

II  ETD’s on Google - Stacy

Discussed the different access levels students could choose, public, private and campus.

Question: How does this come to everyone in the room because it does not correspond with what is on the form. So how are those levels assigned?
Answer: In the FMO it shows up in the metadata access rights in the METS file. Go to the METS section in the rights. There it is listed as public, private or campus along with an embargo end date which is the date after which it becomes public. This information must be coming from a code.

The library use to get the UF Agreement form and the student could choose immediate release, embargo or secret. Now the departments keep those forms. It now goes into an EDM system and the student gives the library a print out so the library knows what the release levels are. They use to be check against the forms, but now it is assumed they are correct. Right now the problem is Google. After the embargo period, Google puts out feelers and pulls the ETDs into their search engine. So now they are searchable through Google. There is a way to not expose the ETDs to Google although a new category would have to be added and it would need to be researched. The UMI Publishing Agreement asks if the student agrees to send the ETD to UMI, but the other forms do not have it. The library might send it out not knowing about the agreement. The students might not be going through the library catalog and are just going straight to Google to see the ETDs.

Question: Should there be a sentence explaining the UF agreement like immediate release in detail?

The easiest solution would be to have the student search the campus only if they do not want Google. A code could also be put on it.

III  New ProQuest Agreement Form and Fee Structure - Bobby
There is a new agreement form and a new fee structure. If you are using the ProQuest ETD administrator to send your ETDs to ProQuest they are no longer charging a fee to put it up on the web. Currently it is $65 per ETD. If you are using the ETD administrator it is free. Sending the ETDs by FTP the charge is $25 and they can either be full text ETDs or abstract.

Issue – The form was not received until Monday, therefore the August and December classes will have the old form. The students have already paid their $65. Marlene Coals at ProQuest said it was up to UF to decide what to do about the students who already paid. Marlene will be emailing Bobby a transcript of their conversation and more information regarding his question because she did not have an answer at the time.

Question: He does not send the ETDs to ProQuest until the embargo period is up. The problem is that he has ETDs with the old forms in which the embargo period will be up in five years and the students have already paid the $65 fee. How does he differentiate between classes?

Everything submitted after September 27, 2010 will start using the new form with the $25 fee. The problem is the students have already started paying the $65 fee for the December class. The money has gone into escrow and now the students need to be notified that the price went down. The graduate editorial office will need to figure out when the cut off needs to be since the money is still in escrow until the ETD is sent out.

Fiscal and Ren/Rem will have to be involved with this issue. The new form will need to be put on the web for the students to start using. Refunding money will have to come out of the escrow account, but need to research on how that will happen. A deadline on when to stop using the old forms and charging the $65 fee needs to be decided on. The spring class might be a good time to do this.

Question: What do we need to do to get out of the UMI?
Answer: Get a proposal to Dr. Garrett, Karen and council informing them that the library can perform this service. Bobby went to an ETE conference this summer and found out that Canada and the University of Texas pulled out of UMI. This might be a reason why UMI is reducing their prices.

If the students want to put restrictions on their ETDs with the library and ProQuest, the restrictions will be concurrent.

IV Membership Changes – Bobby

Carl Vaness and Rich Bennett requested to be released from their membership. Bobby is doing the restriction alteration request now instead of Carl.

V Restriction Alteration Requests - Bobby
Only do extensions on restrictions for two years at a time. Student is responsible to request this each time in writing. There were some extensions that were indefinite, but they were before the two year restriction. Creative writing is fifteen years.

VI ETD’s with Embedded Media - Gerald

Not accepting ETDs that have embedded media. Need to make sure the check is done and who responsible for it?

Answer: Everyone coming through the application support center knows it needs to be linked as a support file and uploaded as a separate PDF. The ETDs are being checked to make sure the video is working, but not checking for links vs. embedded objects. Look into having a program to find them and list of students who would need to fix it. PDF allows embedded, but PDF-A does not. Because most of the students upload on the last day, this creates a problem in catching and fixing the embedded attachments. There currently is not a program or code in place to catch the embedded material before it is uploaded.

Question: Can the media be separated and put into links?
Answer: Will have to look into it. We might need permission to change the ETD from the author.

Question: What about preprocessing by adding a step before they upload?
Answer: The student may not check it, but it would be there for them to see.

VII ETD Ingest into the Institutional Repository – Dina

The digital library center is taking them now so Dina just needs to know where to get them and would like them before being processed. She would like them FTP to her. Dates can be put in for restrictions.

Question: Can a separate FTP all be done?
Answer: Yes

Question: What about link to ETDs?
Answer: Catalog record will need a perl in it. If you want the catalog record in an IR copy, then will have to get a second 8086 in there.

Need to talk about workflow and where FTD falls into that. It should go from the Grad School, to FCLA, and then to Dina.
Coding is difficult because no one knows ColdFusion at the grad school. There is currently no back-up system so doing any changing on the current system would not be a good idea. There is no date as to when the new system will be ready because it needs to be redeveloped from scratch.

Open source is an idea and it has a source code that is available.

VIII  Restricted Birth Date Data

Students might be happier if their birth date was not in the catalog record. Normally do not add birth date to ETD and will be taking step to ensure that it does not happen.

IX  Circa Lab Update - Ken

It is a week before the deadline. FYI recently changed the revenue ticketing system data to a tag system. Was check list, but now making reporting process much more detailed and accurate. More People are coming through the center than in the past.

Paper work for August class is at the library, but have not looked at it yet.

X  ETD Document Review

Documents that need to be reviewed in the fall are the recommended data file format which was reviewed last year. DLC and FCLA looked at file formats and said everything looked okay last spring. Could everyone look at the list and make sure everything looks okay.

Need to look at and update the FCLA and UF ET mailing lists.

Link changed for new ProQuest agreement form.

XI  New Item
(Name) wanted to be added to the UF ETD mailing list.