

# UNDER Graduate Programs Upload Procedures

## Courtright Memorial Library

### Advisor and Student:

1. The student
  - a. completes the **UNDERGraduate Programs Upload Authorization Form**, including providing four to six keywords in English describing their project.
  - b. submits the Upload Authorization Form along with the PDF of their project to their advisor.
    - i. **The PDF should have all fonts embedded and security restrictions removed.** *See the Library webpage for instructions on how to accomplish this.*
2. The advisor checks the quality of this final PDF version of student's project.
  - a. The advisor is responsible for a general check of diacritic signs, graphics, tables, presence of a title page, body of work divided into chapters, bibliography, an abstract and keywords, and to check that no personal details of the student are attached to the electronic format of the thesis.
    - i. It is the responsibility of the faculty advisor to safeguard sensitive material and to make sure that they are not sent to the Library or uploaded to any digital collection supported by Otterbein.
3. Once the entire form is complete, the advisor must sign the form and return it to the student.
4. The student submits the document to the **Digital Commons**, by creating an account at <http://digitalcommons.otterbein.edu/> and following these steps:
  - a. On the left, under "Browse," select "Collections"
  - b. Call 614-823-1027 or email JWu@otterbein.edu for assistance.
  - c. The student will receive an email notification once the submission has been reviewed.

- b. On the right hand side, is a list of all the collections currently in the Commons. Scroll down to the bottom and select the appropriate program (Masters or Doctorate)
- c. Looking at the left hand side, under "Author Corner," the select "Submit Research."
- d. Next, the student must agree to a Publication Agreement, which gives Otterbein certain rights and access to the document. Copies of the publication agreement are available upon request.
- e. Complete the upload process by following all the prompts.

6. The **Student** now turns the completed Upload Authorization Form in at the Library, attention Sarah Whybrew (or emails a scanned copy to [JWu@otterbein.edu](mailto:JWu@otterbein.edu)).

### **Graduate School:**

1. The **Student** submits the document to the OhioLINK ETD. The OhioLINK ETD program notifies the Graduate School and the Library via email of the submission. The **Student** submits their document to the Digital Commons and by turning in their Upload Authorization Form, notifies the Library of the submission.
2. If the submission contains errors, the Library works with the student and advisor to correct errors and to resubmit the document. Helpful hints and other submission information can be found via the OhioLINK ETD Library webpage and at the Digital Commons.
3. The library releases the document from the OhioLINK ETD to the public view once the PDF file is in the accepted format, respecting all embargoes
4. For the **Allied Health** program, copies of the cover sheet, signed by the student and their faculty committee, are retained and kept on file by the HSS office. Allied Health students may upload their documents to the Digital Commons and the OhioLINK ETD without including the signed cover sheet if the appropriate box has been checked on the upload authorization form.

### **Library:**

1. The Digital Initiatives Librarian accepts the completed Upload Authorization Form.
2. The Library will provide assistance to students regarding formatting and uploading documents to the OhioLINK ETD.
3. For the **Allied Health** program, copies of the cover sheet, signed by the student and their faculty committee, are retained and kept on file by the HSS office. Allied Health students may upload their documents to the Digital Commons and the OhioLINK ETD without including the signed cover sheet if the appropriate box has been checked on the upload authorization form.
4. Jane Wu, Systems Librarian, coordinates the ETD & Digital Commons activities, serves as a liaison for the OhioLINK ETD, and maintains the campus ETD website.

### **Process for Embargo Access Requests:**

- **Abstracts** of graduate program documents under embargo are immediately accessible by the public. Access to the document PDF is restricted to all users, including Otterbein affiliates, until the embargo period ends.