



OhioLINK Electronic Theses and Dissertations Center Participation

ALAO Handout -- The OhioLINK ETD Center: The Library's Role in Implementation and Maintenance at Two Universities

Brief Description: In Ohio, participation in an electronic theses and dissertation (ETD) program is free and easy for OhioLINK member libraries. The OhioLINK ETD Center is a statewide resource available to all the universities in the state of Ohio. Examining the program through the experiences at Miami University and the University of Toledo, the presentation will examine the role that the library plays in implementing and maintaining ETDs at your university.

URL for Slides:

http://library.utoledo.edu/userhomes/cseeman/presentations/ALAO_2004_Seeman_ETD.pdf

Resources and Documents for the University of Toledo

Main UT Page for Submitting Electronic Thesis and Dissertations (ETD):

- <http://library.utoledo.edu/serv/etd.html>

Tutorial for Graduate Students:

- Web-based PowerPoint Presentation: http://library.utoledo.edu/serv/ETD_Handbook.html
- PowerPoint File: http://library.utoledo.edu/serv/ETD_Handbook.ppt
- PDF Handout: http://library.utoledo.edu/serv/ETD_Handbook.pdf

Basic Workflow for ETD Submission

- Student completes their paper and gets approval by committee. As part of the process, the student fills out the *Intellectual Protection and Patent Sign-Off Form*.
- Students who opt to place their paper online are only required to submit ONE copy of the document (that will go to the University Archives). The student will then go through the following process to submit their paper to the ETD.
- Convert paper to PDF. Library will assist students who do not have access to the Acrobat distiller. They can send their document to (etdlib@utnet.utoledo.edu).
- Fill out all four sections of the ETD Submission Form and load the document through the form (<http://www.ohiolink.edu/etd/submit2/>)
- When the form is submitted, an email is sent to etgrad@utnet.utoledo.edu and the Graduate School confirms that the student has completed all the steps and the paper has been approved. The submission is either accepted or rejected by the Grad School.
- If accepted, the paper becomes available (in a batch process within 24 hours of approval) via the Internet and e-mail is sent to the library (etdlib@utnet.utoledo.edu) for cataloging review. For dissertations, an electronic copy and associated information is sent to UMI for inclusion in dissertation abstracts.
- The hard copy is sent to the Library for binding and processing for the University Archives.



OhioLINK Electronic Theses and Dissertations Center Student Guide

Main UT Page for Electronic Thesis and Dissertations (ETD):

- <http://library.utoledo.edu/serv/etd.html>

UT Submission Tutorials

- Web-Tutorial: http://library.utoledo.edu/serv/ETD_Handbook.html
- PDF Version of Tutorial: http://library.utoledo.edu/serv/ETD_Handbook.pdf

University of Toledo Contacts

- Graduate School
 - Debbie Andrews (dandrew@utnet.utoledo.edu)
 - Generic e-mail account (etdgrad@utnet.utoledo.edu)
- University Libraries
 - Corey Seeman (cseeman@utnet.utoledo.edu)
 - Generic e-mail account (etdlib@utnet.utoledo.edu)

Steps for ETD Submission

- Student completes their paper and gets approval by committee. As part of the process, the student fills out the *Intellectual Protection and Patent Sign-Off Form*.
- Students who opt to place their paper online are only required to submit ONE copy of the document (that will go to the University Archives). The student will then go through the following process to submit their paper to the ETD.
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- Fill out all four sections of the ETD Submission Form and load the document through the form (<http://www.ohiolink.edu/etd/submit2/>). If you have any problems with the form, contact Debbie Andrews (Grad School) or Corey Seeman (Library).
- Deliver one copy of the paper to the Graduate School.
- When accepted, the paper becomes available (within 24-72 hours) via the Internet.
- The hard copy is sent to the Library for binding and processing for the University Archives.

Contact Information:

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**The OhioLINK ETD Center
The library's role in implementing the
program at the University of Toledo**

*Academic Library Association of Ohio
Dayton, Ohio
November 12, 2004*

**Corey Seeman
University of Toledo**



OhioLINK ETD - Background

- Proposed in 1999.
- Established as the first state-wide ETD center in early 2000.
- Participation is available to all OhioLINK member libraries that offer graduate degrees.
- Materials are open to the world.
- Requires coordination between grad school and library.
- Discussion has begun about adding honors theses to the ETD.

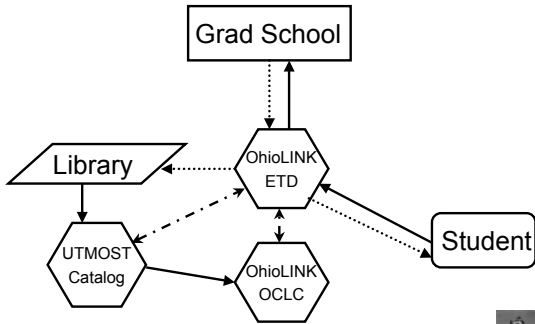


OhioLINK ETD – Current Participants

- Bowling Green University (2)
 - Case Western Reserve University (1063)
 - Cedarville University (6)
 - Medical College of Ohio (18)
 - Miami University (334)
 - Ohio State University (1110)*
 - Ohio University (247)
 - University of Cincinnati (1292)*
 - University of Toledo (37)
 - Youngstown State University (118)
 - Wright State University (13)
- Kent State & Akron are in implementation*



OhioLINK ETD - Overview

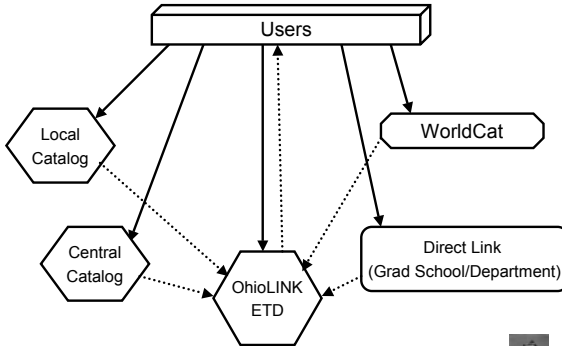


OhioLINK ETD at the Univ. of Toledo

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OhioLINK ETD - Overview



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OhioLINK ETD - From UTMOST Catalog

The screenshot shows the UTMOST Library Catalog interface. The record details are as follows:

Author: Tumbin, Randal S.
 Title: The college choice process of nontraditional students / by Randal S. Tumbin
 Publisher: 2002

Click on the following to:
 See Full Text at OhioLINK ETD Center (Requires Adobe Acrobat Reader for viewing)

LOCATION	CALL NO.	STATUS
CARLSON Masters Thesis	Master Thesis 2002 T83	DUE 03-15-05
CANADAY Center	Master Thesis 2002 T83	LIB USE ONLY

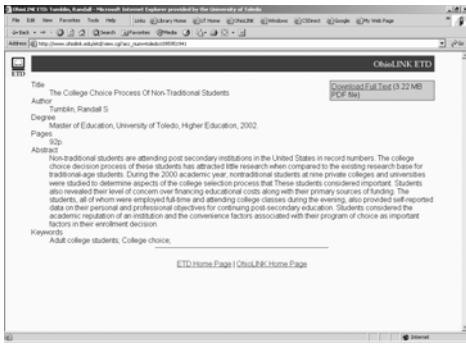
Description: v. 92 leaves : 28 cm
 Note: Typescript
 Thesis (M.E.) - University of Toledo
 Note: *A thesis submitted in partial fulfillment of the requirements of the Master of Education degree in Higher Education.
 Bibliography: leaves 77-83
 Note: Advisor: Dr. Ron Opp
 Summary: Non-traditional students are attending post-secondary institutions in the United States in record numbers. The college choice decision process of these students has attracted little research when compared to the existing research base for traditional-age students. During the 2002 academic year, nontraditional students at the

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OhioLINK ETD – Record



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OhioLINK ETD – Why the Library?

- Established relationship with OhioLINK.
- Ensure access to ETD.
- Understanding of document availability.
- Better positioned to discuss issues such as Copyright and access.
- Support for document conversion to PDF.

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OhioLINK ETD – UT History

- Letter of Introduction Sent to Universities in 2000.
- Library first approached Grad School in 2001.
- Presented to Grad Council in 2002.
- Copyright concerns led to formation of “Ad Hoc Committee for the implementation of Electronic Theses and Dissertations” (2002-2003).
- Creation of “Intellectual Protection and Patent Sign-Off Form”
- Voluntary Submission approved in Fall 2003.
- First ETDs submitted (voluntarily) Spring 2003.
- First Retrospective ETD posted Summer 2004.

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OhioLINK ETD – Three Primary Issues

- Technology
- Workflow/Support Issues
- Cultural Issues



OhioLINK ETD – Technology

- With OhioLINK ETD, the technology problem is “off the table”
- All that is required is setup of degrees and contacts in the library and grad school.
- New degrees and retrospective contributions may require additional changes to the tables.

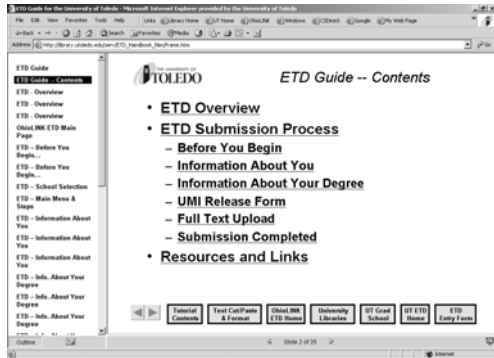


OhioLINK ETD – Workflow/Support

- Greater cooperation is needed between grad school and library
- Cooperation is typically there because of the treatment of paper copies.
- Role needs to be expanded
- Ongoing evaluation - list of degrees (especially if you have retrospective projects)
- Support of Students for both creation and submission of document.
 - Pagination in a Word Document/PDF file
 - Using images in documents/file size
 - Converting document to PDF



OhioLINK ETD – UT Guide

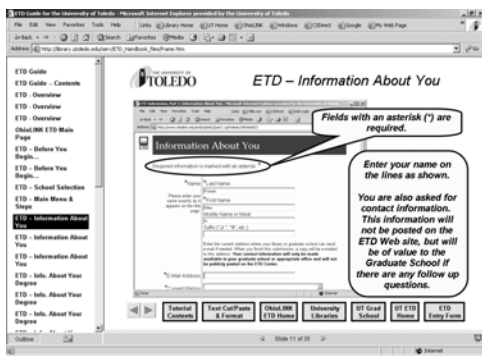


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OhioLINK ETD – Cultural Issues

- Giving up bound copies in the library & Department.
- Concern about archival copy
- Copyright issues
- Graduate Council priorities

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Questions?

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