

Discussed by GPC on 10-29-07. Recommendations were suggested to Dean Marcus. Revised and reapproved by GPC on 11-26-07. Approved by Faculty Senate Steering Committee action 2-14-08.

ETD Sequestration Policy:

Dr. Marcus informed the committee that the present policy is appropriate for students in the sciences and other disciplines which tend to publish articles within a couple of years of receiving the degree. However, this policy is a concern to students in some disciplines e.g. Creative Writing, who generally take longer to publish a book and/or article. Immediate world-wide access may compromise the ability of these students to publish their work commercially and also be a concern for matters relating to patenting. After consulting with Charles Lowry, University of Maryland, who has written an article regarding this subject, and with Plato Smith, University Libraries, Dr. Marcus comprised an alternative ETD policy to allow the students the option of having their thesis/dissertation available only through the FSU library.

See approved policy below.

ETD Policy

Status:

"As a condition of undertaking a doctoral program, the student agrees that the completed dissertation or treatise will be archived in the University Libraries system." Students are required to submit a copy of their thesis and dissertation to the FSU Digital Libraries thereby agreeing to make the electronic copy "available for review to other scholars and the general public".

The existing policy offers the following options to students:

1. Immediate world-wide online access through the FSU Digital Libraries
2. Sequestering of the dissertation
 - a. Two years followed by world wide access unless the student requests an additional two year sequestering period. World-wide access after a maximum of four years of being sequestered.

Students must submit the abstract of their dissertation to ProQuest. The Abstract will be available while the dissertation is sequestered.

Students may select additional world-wide access and making their dissertation available for sale through ProQuest, but this is not required by FSU.

Issue:

This policy is appropriate for students in the sciences and other disciplines which tend to publish articles within a couple of years of receiving the degree. It is a cause for concern by students in some disciplines e.g. Creative Writing, who generally take longer to publish. Immediate world-wide access may compromise the ability of these students to publish their work commercially and also be a concern for matters relating to patenting.

Recommendations:

A. Expand the options for electronic dissemination as follows:

1. Immediate world-wide online access through the FSU Digital Libraries
 - a. Abstract sent to ProQuest
2. Immediate campus community-only access* through established IP protocols
 - a. Abstract sent to ProQuest
 - b. At time of submission student chooses to allow world-wide access through the FSU Libraries after two, four, six years or permanent campus community-only access. Student also selects whether or not the dissertation should be available via Interlibrary Loan.
3. Complete sequestering of the dissertation
 - a. Abstract sent to ProQuest
 - b. Two to six years maximum.

- i. At time of submission student chooses to allow world-wide access through the FSU Libraries when the chosen sequestering period ends or permanent campus community-only access*.

*Campus only access of FSU electronic theses and dissertations (ETDs) Adobe PDF documents option:

All electronic theses/dissertations (ETDs) cleared by the FSU Office of Graduate Studies are submitted in Adobe Portable Document Format (PDF). To protect these ETD PDF documents from unauthorized modification, use, copy, or print, the FSU Digital Library, in cooperation with the FSU Office of Graduate Studies, offers restricted access to ETDs at FSU. Students may choose to limit access to FSU campus only via Internet Protocol (IP) range restrictions.

Student also selects whether or not the dissertation should be available via Interlibrary Loan.

Additional recommendation:

B. Document Security Policy:

The FSU Digital Library, in cooperation with the FSU Office of Graduate Studies, offers students the option of protecting the ETD by designating specific Document Properties via Permissions Password Security Method within Adobe. The Document Security policy enables students to choose to apply the following Document Restrictions to FSU ETDs PDF documents: no printing, no changing the document, no document assembly, no content copying or extraction, no commenting, no filling of form fields, signing, or no creation of template pages.

Essence of changes:

1. Extend option for sequestering to maximum of six years. Rationale: This corresponds to the time to gain promotion and tenure with first job after graduation. Generally one must publish at least one book by this time and typically this will be based on the dissertation.
 - a. Sequestering is still recommended for those students who are seeking patents or where online availability may compromise other forms of publication as is the case with some book and journal publishers.
2. Provide a new option of campus community access-only through the FSU Digital Libraries. This reduces the world-wide availability of the dissertation, but limited access is provided to scholars via FSU campus community protocols.
3. Provide for secure PDF formats to limit unauthorized modifications to the document.