

## **DEPARTMENTAL HONORS – Union College FAQ FOR SECRETARIES/ADMINISTRATIVE ASSISTANTS**

**NOTE:** General information from the College about Departmental Honors and thesis submission requirements, which should also be helpful for secretaries and administrative assistants, is available online via the Schaffer Library website for theses [<http://www.union.edu/library/how/projects/honorsthesis/index.htm>]. The library is also providing the following FAQs to assist secretaries and administrative assistants in helping students to complete the submission of their thesis to the College archives and its digital repository for theses in **DSpace** [<http://dspace.nitle.org/handle/10090/5715>].

### **How Do I Submit Theses and Permission Forms to the Library?**

Electronic theses may be submitted to the library by e-mail or on computer disks such as CD or DVD. E-mail files should be sent to [digitalarchive@union.edu](mailto:digitalarchive@union.edu). Permission forms, computer disks, media, and any print theses that have not been scanned should be delivered to the library or sent through campus mail to **Honors Theses, Schaffer Library**. Full submission procedures are explained online at the library's website in the document **Honors Thesis Submission Procedures** [<http://www.union.edu/library/how/projects/honorsthesis/submission.pdf>].

### **When Do I Submit Them?**

Completed theses and permission forms may be submitted to the library at any time up through commencement in June. For Fall/Winter term projects, it is suggested that the thesis and permission form be submitted as soon as the thesis is cleared for honors and as early as possible during the Spring term. For full-year or Winter/Spring term projects, it may not be possible to be certain that a student will receive honors until after the student has left campus. Therefore, all theses and permission forms for those students who appear to be "honors eligible" should be submitted to the library by the week after commencement, regardless of whether or not a final honors determination has been made. The Registrar will provide the library with a final list of students who have received honors by July, and that list will generally determine whether or not a thesis becomes part of the library's archives.

### **What If a Student or Advisor "Opts Out" on the Permission Form?**

The thesis and printed permission form should still be submitted to the library in the same manner as for all other selected options. The library will maintain an archival copy of the thesis and make it available for consultation on site in the library, but it will *not* make it available via the Internet.

### **What If A Signature is Missing on the Permission Form?**

We recommend that you contact the student or advisor to call attention to the omission, and attempt to obtain the signature(s). Submit *all* permission forms, completed and otherwise, to the library.

### **What If I Don't Get a Permission Form or Thesis At All?**

Submit everything you do receive no later than one week after the end of the term in which the theses are completed.

### **What Do I Do With a Paper Copy of a Thesis?**

A paper copy of a thesis should be scanned to create an electronic copy of the document.

### **Who Will Scan a Paper Thesis?**

Library representatives will assist secretaries with the scanning of paper theses on their department copiers, or make other arrangements to complete this step.

### **Whom Do I Ask For Help?**

For questions about filling out the *Union College Honors Thesis Permission Form*, contact the College Librarian, Schaffer Library, 388-6277.

For all other questions, contact either: Gail Golderman, Digital Services Librarian, [goldermg@union.edu](mailto:goldermg@union.edu), 388-6624 or Annette LeClair, Head Librarian, Technical Services, [leclaira@union.edu](mailto:leclaira@union.edu), 388-6631