

DEPARTMENTAL HONORS – Union College FAQ FOR STUDENTS

NOTE: General information from the College about Departmental Honors and thesis submission requirements 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 students in completing the submission of their thesis to the College archives and its digital repository for theses in **DSpace** [<http://dspace.nitle.org/handle/10090/5715>].

Do I Have to Submit a Copy of My Thesis for the Library?

Yes. It is a College requirement that a copy of your thesis be submitted for the library archive.

Who Will Be Able to Access My Thesis?

Access to your thesis will be restricted to members of the Union College community. All theses will be made available to members of the Union College community on site in the library in microform. If you and your advisor give permission, it will also be made available to members of the Union College community on the Internet site restricted to members of the Union College community via DSpace.

How Do I Submit My Thesis?

Your thesis should be submitted with your printed and signed permission form to your department secretary/administrative assistant. Full submission procedures are explained online at the library's website in the document **Honors Thesis Submission Procedures for the Library Copy** [<http://www.union.edu/library/how/projects/honorsthesis/submission.pdf>].

When Do I Submit My Thesis?

You should submit your thesis to the department secretary/administrative assistant as soon as its final form has been approved, but no later than the last exam day of the term in which your thesis is completed.

What Formats Are Acceptable?

The preferred format for the library copy of the thesis is an electronic copy in PDF. A number of word processing, spreadsheet and image formats are also acceptable. Full specifications for the electronic copy are explained online at the library's website in the document **Honors Thesis Electronic Format Specifications** [<http://www.union.edu/library/how/projects/honorsthesis/electronicformat.pdf>].

Do I Have to Submit a Permission Form to the Library?

Yes. All Honors Thesis students must submit a printed and signed permission form with their thesis, regardless of the Internet Access Option they select.

Where do I Get a Copy of the Permission Form?

The Permission Form

[\[http://www.union.edu/library/how/projects/honorstheses/permission.pdf\]](http://www.union.edu/library/how/projects/honorstheses/permission.pdf) is available in departments as well as the library's website.

How Do I Submit My Permission Form?

Your printed and signed submission form should be submitted with your thesis to your department secretary/ administrative assistant. Further submission procedures are explained online at the library's website in the document **Honors Thesis Submission Procedures for the Library Copy** [\[http://www.union.edu/library/how/projects/honorstheses/submission.pdf\]](http://www.union.edu/library/how/projects/honorstheses/submission.pdf).

How Do I Decide Which Internet Access Option is Best?

You should discuss access options with your advisor, who also needs to sign the form. Guidance on selecting an option is also available online at the library's website in the document **How to Choose a Potential Internet Access Option [link plus spell out address]**.

Which Option is Most Commonly Applicable?

For theses without co-authors and/or patentable, imminently publishable, or third party material, "Internet Release" is the most common access option.

What is Third Party Copyrighted Material?

Third part copyrighted material includes images not created by you and/or the reproduction of substantial portions of other works that are not in the public domain. Use of such material in a thesis is usually acceptable under federal Fair Use guidelines, but posting of this material on an Internet site normally cannot be allowed unless permission for redistribution of the copyrighted material has been obtained from the owner(s) of the copyright.

What Do I Do If My Thesis Contains Third Party Copyrighted Material?

If you have obtained written permission for redistribution from the owner(s) of the copyright, attach a copy of that document to your permission form. If you have not obtained written permission for redistribution, you should select the "Opt Out" Internet access option on your permission form. If this is your sole reason for opting out, and you would otherwise have chosen to release your thesis to the Union College community, you should check the box under *OPT OUT: IMPORTANT NOTE*.

What If I Want to Opt Out of Internet Access of My Thesis?

You should select Internet access option 4 on the permission form. However, your thesis and printed permission form should still be submitted to your department secretary/administrative assistant in the same manner as for all other selected options. The Library will maintain an archival copy of the thesis and make it available on site in the library, but will *not* make it available via the Internet.

What If My Advisor and I Don't Agree About the Best Internet Access Option?

If you and your Advisor disagree about the best choice of distribution option, Union College will adopt whichever of your two choices is the more restrictive.

What If I Have More Than One Thesis Advisor?

If you have only written one thesis, only one advisor needs to sign the permission form. You should speak with your advisors to determine who will review the form with you and sign it. If you write different theses in different departments, you will need to submit a permission form for each thesis.

What If I Have a Co-Author?

Coordinate submission of the permission form with your co-authors. If you wish to release the thesis for access on the restricted Internet site, permission from the other authors must be obtained and attached to the permission form. If you have not obtained their written permission to post the thesis, you should “Opt Out” of Internet access.

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, 388-6624 or Annette LeClair, Head Librarian, Technical Services, leclaira@union.edu, 388-6631