

FAQ FOR THESIS ADVISORS
Union College Honors Theses (Library Copy)
2007/2008 Academic Year

To Whom Should My Student Submit the Library Copy of the Thesis?

Your student should submit the library copy of the thesis to your department secretary. See Page 3 of the document *UNION COLLEGE HONORS THESES AND PRIZE WORK: Digital Collection Project Fact Sheet* for further information about submission procedures.

When Should My Student Submit the Thesis?

Your student should submit the thesis as soon as its final form has been approved, but no later than the last exam day of the term in which it is completed.

Who Will Be Able to Access the Thesis?

Access to the 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. If you and your student give permission, it will also be made available to members of the Union College community on a restricted-access Internet site.

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. See Page 4 of the document *UNION COLLEGE HONORS THESES AND PRIZE WORK: Digital Collection Project Fact Sheet* for more information.

What If the Format of My Student's Thesis is not in an "Accepted" Electronic Form?

Thesis work done in formats not on the library's "accepted" list may be submitted in print form or should be discussed with library staff in advance. See "EXCEPTIONS TO THE ELECTRONIC SUBMISSION REQUIREMENT" box on Page 3 of the document *UNION COLLEGE HONORS THESES AND PRIZE WORK: Digital Collection Project Fact Sheet* for further information about special formats.

Who Needs to Sign the Permission Form and Where Do I Get One?

The thesis student and one advisor must sign the permission form. Forms are available from department secretaries and on the library's website at <http://www.union.edu/library/how/projects/honorstheses/index.html>

What If My Student Has More Than One Thesis Advisor?

Only one advisor needs to sign the permission form. It is up to you and your co-advisor to determine who will review the permission form with your student. However, both advisors' names should appear at the top of the permission form.

How Do I Decide Which Internet Distribution Option is Best?

Accompanying the permission form is the document *How to Choose a Potential Internet Distribution Option: Union College Honors Theses*, which provides guidance on this topic.

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 distribution option.

What If the Thesis Has Co-Authors?

The student should coordinate submission of the permission form with any co-authors. If the student wishes 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 the student has not obtained this permission, advise the student to "Opt Out" of Internet Distribution.

What is Third Party Copyrighted Material?

Third party copyrighted material includes images not created by the student 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 If My Student's Thesis Contains Third Party Copyrighted Material?

If your student has obtained written permission for redistribution from the owner(s) of the copyright, copies should be attached to the permission form. If written permission for redistribution has not been obtained, advise your student to "Opt Out" of Internet Distribution Option. If this is your student's sole reason for opting out, and the student would otherwise have chosen to release the thesis to the Union College community, the student should check the box under *OPT OUT: IMPORTANT NOTE*.

What If My Own Work is Represented in the Thesis?

If your own work is represented in the thesis and you do not want it posted on the restricted-access Internet site at this time, advise your student to "Opt Out" of Internet Distribution.

What If I Believe Patentable or Imminently Publishable Material is Included in the Thesis?

If you believe patentable or imminently publishable material is included in the thesis and that it is not in the student's best interest to have it posted on the restricted-access Internet site at this time, advise your student to "Opt Out" of Internet Distribution.

What If My Student and I Don't Agree About the Best Internet Distribution Option?

If you do not agree with the Internet Distribution option selected by your student, you should check the "Another option is more appropriate" box in the advisor's section of the permission form and circle option 1, 2, 3 or 4 and a, b, or c, as appropriate. Union College will adopt whichever of your two choices is the more restrictive. Please note that advisors may only override the student's selection for one of the reasons specified on the form.

Whom Do I Ask For Help?

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

For all other questions, contact either: Gail Golderman, Electronic Resources Librarian, goldermg@union.edu, 388-6624 or Annette LeClair, Head Librarian, Technical Services, leclaira@union.edu, 388-6631