

**FAQ FOR STUDENTS**  
**Union College Honors Theses (Library Copy)**  
**2007/2008 Academic Year**

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

**How Do I Submit My Thesis?**

Your thesis should be submitted with your printed and signed permission form to your department secretary. See Page 3 of the document *UNION COLLEGE HONORS THESES AND PRIZE WORK: Digital Collection Project Fact Sheet* for submission procedures.

**When Do I Submit My Thesis?**

You should submit your thesis to the department secretary 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 your thesis is an electronic copy in PDF. A number of word processing, spreadsheet and image formats are also acceptable. 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 Page 4 of the document *UNION COLLEGE HONORS THESES AND PRIZE WORK: Digital Collection Project Fact Sheet* for more information.

**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 Distribution Option they select.

**Where do I Get a Copy of the Permission Form?**

Forms are available from department secretaries and on the library's website at <http://www.union.edu/library/how/projects/honorsthesis/index.html>

**How Do I Submit My Permission Form?**

Your printed and signed submission form should be submitted with your 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 submission procedures.

### **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 is Third Party Copyrighted Material?**

Third party 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 this document to your permission form. If you have not obtained written permission for redistribution, you should select the "Opt Out" Internet Distribution 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 Distribution of My Thesis?**

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

### **What If My Advisor and I Don't Agree About the Best Internet Distribution 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?**

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.

### **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 Distribution.

### **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](mailto:goldermg@union.edu), 388-6624 or Annette LeClair, Head Librarian, Technical Services, [leclaira@union.edu](mailto:leclaira@union.edu), 388-6631