

## DEPARTMENTAL HONORS – Union College How to Choose an Internet Access Option

### Union College Policy and Access Plan

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Union College has a long-standing policy of providing access to all student honors theses in microform in the library. Additionally, as of 2008, the College is providing access to student honors theses on an Internet site restricted to the Union College community using a service known as **DSpace** [<http://dspace.nitle.org/handle/10090/5715>]. Your thesis, or “Electronic Thesis/Dissertation (ETD)”, will be available after graduation on this website, which will be managed by the College, unless you choose to opt out or delay release for publishing, patent or proprietary reasons. The choice will be up to you and your advisor. If the two of you disagree, Union College will adopt whichever of your two choices is the more restrictive for posting in DSpace. Note, however, that your thesis will still be available for consultation on site in the library.

### Why would I choose “Internet Release”?

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Access to your ETD on the DSpace site serves the scholarly convention of sharing one’s research with others at Union College, and it makes it easy to do so. It also exemplifies the nature of honors work done in your department or program. In contrast, by opting out of the DSpace site or placing an embargo on your ETD via a patent hold or a journal hold, others do not have online access to the results of your work.

### What is a “Patent Hold,” and when would I choose it?

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If you have patent and/or proprietary reasons for having information in your ETD withheld from public release (which even the DSpace website restricted to the Union College community may be considered by law), Union College will hold your document (generally for a one-year period) until your patent has been secured or the proprietary restriction is no longer necessary. This hold may be extended an additional year if you notify the library in writing before the initial hold ends.

### Why would I choose “Journal Hold”?

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If you are (or will be) submitting material to a journal that restricts any form of Internet access to material prior to publication (which even the DSpace website restricted to the Union College community may be considered by some publishers), a “Journal Hold” is the option you need to select. This gives you time to get published, and your ETD will be released to the Union College site one year after graduation. This hold may be extended an additional year if you notify the library in writing before the initial hold ends, to give you time to finish publishing your material. Many students find, however, that the availability of their work on the Internet in some form does not hinder publication, and in several cases has attracted publishers to them. You should consider each publisher’s policy before making this decision.

### Why would I “Opt Out”?

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You should not choose any of the access options above if any of the following circumstances apply: (1) if there are co-authors whose permission to publish the thesis has not yet been secured; (2) if the work and/or ideas of Union College Faculty are disclosed in the thesis and written consent to its publication has not yet been secured from the faculty member(s); 3) if you have included third party copyrighted matter in the thesis (such as, but not limited to, images not created by you) and written permission for release has not been secured from the owner(s) of the copyright. **You may change this selection in future, once permissions have been secured**, by notifying the library in writing.

**What if I have more questions about availability options?**

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If you still have questions or concerns about access options, please contact the College Librarian in Schaffer Library at 518-388-6277.