



University of the  
West of England

## **Guidelines for submitting Postgraduate and Undergraduate e-dissertations to the Library**

### **Introduction**

The provision of student dissertations in an electronic format, searchable via the Library catalogue, has been very well received by students and staff alike. These guidelines are designed to help you and your students in selecting and submitting e dissertations

### **Role of the Faculty**

#### **Selection of E-dissertations**

- The Faculty to decide which projects/dissertations are suitable for other students to view. These would normally be examples of good work. The Faculty may want to agree criteria for this e.g. projects/dissertations which had received a mark in excess of 70%.
- Selection should take into account the use of copyright materials and exclude those that include a “substantial” part of any work
- Dissertations/projects should also be excluded if they are considered to contain confidential or libellous material. Students to state if dissertations are “not for public viewing”
- Members of staff (including supervisors and examiners) and the author may veto digitisation at any stage. Deletion requests can be sent to: [digital.collections@uwe.ac.uk](mailto:digital.collections@uwe.ac.uk)
- All dissertations **must** be accompanied by a signed permission slip
- All dissertations should contain a header sheet with details of Award, Student Name and Title

#### **Submitting e-dissertations to the Library**

It is preferable that the Faculty send the dissertations (in a batch if possible) to the following address:

**Digital Collection Team**

**Frenchay Library (Bolland)**

**4D26 Coldharbour Lane, Frenchay Campus**

[digital.collections@uwe.ac.uk](mailto:digital.collections@uwe.ac.uk)

- The following formats are accepted:
  - CD
  - Floppy disk
  - Memory stick – this can be returned if the return address is provided
- If it is not possible to provide dissertations on one of the preferred formats listed above, they may be emailed to [digital.collections@uwe.ac.uk](mailto:digital.collections@uwe.ac.uk) . Ideally, a list detailing the selected dissertations should be sent to the Library before the dissertations are

forwarded via email. This is to ensure that only those dissertations that have been through the selection process are digitised.

#### **File Formats:**

- Word
- PFD
- The electronic copy should be submitted in a single file if possible unless the file is too large or a separate spreadsheet is required.
- Non-Office applications or software cannot be accepted
- If a hard copy as well as an electronic copy is sent to the Library, usually only the electronic copy will be made available

#### **Contacts**

- The Library Service maintains a list of contacts for each School or Faculty relating to student projects and dissertations, plus details of how long these are to be retained in the Library's collections
- The School or Faculty should inform [digital.collections@uwe.ac.uk](mailto:digital.collections@uwe.ac.uk) of any changes.

#### **Role of the Library**

- Access will be provided to University Staff and Students via a secure login
- E-Dissertations/Projects will be stored for a pre-agreed period from year of publication. If no holding period has been agreed, the default will be 5 years
- The material will be converted to one PDF file compatible with Adobe 5.0 and above
- A Copyright header sheet will be added to each dissertation.
- The files are secured using Adobe Acrobat software so that they cannot be printed, downloaded or copied and pasted

#### **Access for student:**

##### **Currently**

- Via the Library Catalogue (prompted for UWE network username and password from Sept 2009)
- Via Blackboard
- Students can access from both on and off campus. Acrobat Reader 5.0 or above needs to be available

##### **Original disks**

- Disks will be returned to the faculty contact if so requested, otherwise these will be destroyed after the dissertations have been added to the database