



University of the  
West of England

## **Guidelines for submitting past exam papers to the Library**

### **Introduction**

The provision of exam papers in an electronic format, via the Library's Digital Collections, has been very well received by students and staff alike. These guidelines are designed to help you in selecting and submitting exam papers.

### **Role of Faculty/School**

#### **Selection of Past exam papers**

- The faculty to decide which exam papers are available to view by students
- Selection should take into account the use of copyright materials and exclude those that include a "substantial" part of any work

#### **Submitting past exam papers to the library**

- It is the responsibility of each Faculty to submit exam papers to the Library
- It is preferable that the faculty send the exam papers (in a batch if possible) to the following address:

#### **Digital Collection Team**

#### **Frenchay Library (Bolland)**

**4D26 Coldharbour Lane, Frenchay Campus**

- On CD
- On floppy disk
- On memory stick
  
- If the above is not possible papers can be sent by e-mail to [digital.collections@uwe.ac.uk](mailto:digital.collections@uwe.ac.uk) ideally providing an accompanying list to ensure none get lost in the e-mail system.
  
- **Formats:**
  - Word
  - PDF

#### **Storage of exam papers**

- Exam papers will be retained for 5 years from date of exam, unless an alternative period has been agreed
- The Library will remove any exam paper on request by a member of faculty staff, author or any interested party. Deletion requests can be sent to: [digital.collections@uwe.ac.uk](mailto:digital.collections@uwe.ac.uk)

## **Contacts**

- The Library Service maintains a list of contacts relating to exam papers for each School or Faculty
- The School or Faculty should inform [digital.collections@uwe.ac.uk](mailto:digital.collections@uwe.ac.uk) of any changes

## **Role of the Library**

- The material will be converted to one PDF file compatible with Adobe 5.0 and above
- Access will be provided for University Staff and Students via a secure login

## **Access for students**

### **Currently**

- Via Blackboard
- Students can access exam papers on and off campus. Acrobat Reader 5.0 or above needs to be available