ETD Meeting: Library, FCLA, Graduate School, CIRCA
Minutes
Library East Conference Room
February 16, 2004
1:00p-2:00p

Attendees: Jim Albury, Robena Cornwell, Nick Dunham, Kristin Flierl, Martha Hruska, Erich Kesse, Barbara Korner, Gerald Langford, Ann Lindell, Helen Martin, Cathy Mook, Carl Van Ness, Bobby Parker, Robin Poynor, and Maurice Sarns

1. **Art projects in lieu of thesis**

The College Fine Arts wants to look into the possibility of making visual arts projects accessible via the web. Students could use the submission system developed by the Graduate School IT office (Maurice Sarns) to upload projects.

A pilot using original work from the following areas was suggested so that copyright is not an issue: Visual Arts (DAS, EIM, Graphic Design), Music (Original compositions), Theatre (Lighting and Set Design). Barbara Korner will work on defining the subject areas and confirm what formats are being used for projects.

Martha Hruska distributed an Acceptable ETD Formats document recently approved by the group. In response to a question, Erich Kesse noted that FCLA (which is providing the electronic archive) has difficulties with certain audio formats, such as MP3s. FCLA can accept MP3s but a WAV file version of the document would be required for compression purposes. WAV files are better for archival purposes. It was also noted that music composition software had not yet been encountered with ETD’s. As this would be an issue with Music projects, we will need to consider the software options available along with the conversion path(s) to a canonical format.

It was recommended that students could use CIRCA templates to put projects into consistent and acceptable formats. It was noted that CIRCA does not currently advise on scores. This is an area that would need to be investigated. Robena Cornwell will report on the software currently used for scores.

There was discussion of the options for release dates and restrictions. As with theses and dissertations, the release dates for MFA projects in creative writing will be very important. Students normally choose to restrict access to the UF community for 10 years.

The graduate school would still depend on the college to do a final editorial review of the project and approve. An online review/approval system was suggested. Maurice Sarns suggested that the college check with him about use of the system. Modifications to the communication transfer process would need to be made to alert Library catalogers that a project is approved and made available via the web.

FCLA is developing a costing model for archiving files long term and will probably start charging within the next year. The Library processing fee (now used for binding costs) will be used to cover this cost. It was suggested that the projects likewise charge a consistent fee for this purpose.

The Digital Library Center has a large format camera that could be used for imaging large paintings, etc. Erich noted that due to copyright issues whoever digitizes a work will either need to be for hire or will need to sign over rights.

Jim Albury offered to send an email to the Networked Digital Library of Theses and Dissertations (NDTLD) group to assess what others are doing in the area of fine arts.
projects. There is a national conference at the end of June. This would also be an opportunity to discuss what other universities are doing in this area.

The next ETD meeting to discuss this topic will take place in approximately six weeks. This should allow time for participants to follow up on the action items discussed.