ETD Meeting: Library, FCLA, Graduate School, CIRCA

Minutes

Library East Conference Room
January 29, 2004
1:00p-2:00p

Attendees: Jim Albury, Lijun Chen, Priscilla Caplan, Ken Gerhardt, Martha Hruska, Erich Kesse, Gerald Langford, Helen Martin, Cathy Mook, Bobby Parker, Matt Wilson

1. Status of Fall, Summer 2003 ETD's
   All of the ETDs received for summer (208) and fall (181) 2003 are complete. Processing of the fall 2003 ETDs was the first time no problems were encountered.

2. Quality control for ETD's with multiple files
   Permission pages have not yet been checked against the ETD list because Preservation has not received an electronic copy of the release date document. Quality controls between the original signed legal permission forms and what students select online are not quite set up. Manual quality control of these forms and the release date list will continue in Preservation for now. As new format of permission pages becomes standard (with large number in top right corner) an automated process handled by the DLC may be implemented.

   Venkata Nori’s spring 2003 ETD contained several movies. When a user clicked the movie links in the PDF document, the movies did not open as in the original document. Cataloging did not know there were attached files. Previously, when Mo Sarns sent out the first note it would identify which files had attachments. The first time files went through the totally automatic procedure the note and email notification were generated by the program and, in this case, Mo did not add the list identifying which files had attachments. The automatic system message is not providing specific information for supporting files. Count information being reported is incorrect.

   The issue of legal digital signatures is still undecided for campus.

   Students have asked if it is possible to permanently restrict access to ETDs to the UF community. Currently the system only allows for a ten-year restriction period. Jim Albury has been advising such students that when the initial ten year restriction period is up that he/she should write to UF requesting the continuation of the restriction. A recommendation was made to include a sentence in the ETD guidelines, under the rights and permissions area, explaining that if access is restricted to the UF community that the author will not have access once he/she is no longer a student. Jim Albury will include this topic in his tutorial and arrange with Helen Martin to include it in the guidelines.

   FCLA cannot accept files with % in the filename. Matt explained that when documents are converted spaces in the filename are converted to % signs. A recommendation was made to restrict the use of spaces in filenames. Matt Wilson will address this issue with Mo.

   When Mo FTPs ETDs to FCLA he creates new sub directories. FCLA would prefer to receive the ETDs directly under UFE. Matt agreed to make this change.

3. Update on proposed Acceptable formats for files to be archived by FCLA for the library (see draft)
   Martha Hruska distributed a draft version of acceptable ETD formats. A recommendation was made to include CIRCA’s email (ETD@grove.ufl.edu) and a “last revised” date on the document. Martha will make the suggested changes and send the revised version to
the ETD committee via email. When the document is finalized Helen Martin will make it available on the UF Graduate School web site.

4. Request to load masters thesis?
Cathy Mook received an email from a former student who had written a masters thesis (paper document) in 1996 through UF. He wants to add it through the ETD database. Cathy explained that this is probably not possible but said she would ask. The committee confirmed that she was correct. Erich noted that if it meets the criteria for any of the libraries’ digital collections the DLC could put it up but it would not be under the ETD umbrella.

5. Art projects on the Web
Helen Martin has received questions about putting up art projects in lieu of thesis on the Web. These projects could contain a wide variety of file formats. Another meeting between certain members of the larger ETD group and people from the College of Fine Arts shall be scheduled to discuss these issues. (Meeting scheduled for Monday, February 16th at 1pm)

On a related note, Preservation staff noted that the binding of paper version of these types of documents has been problematic due to the variety of formats artists use in their works. These same difficulties may be encountered as the Libraries look to preserve the contents of the documents as they transition to electronic format.

6. Update on CIRCA ETD Training plans
A LaTeX user workshop is scheduled for 1p-3p on Saturday, February 7, 2004. Microsoft Word user workshops are scheduled for 1p-4p on February 8th and March 21, 2004. The importance of scheduling master defenses before the master’s submission deadline is being stressed in workshops. Jim has developed a flowchart (he will email it to committee members) demonstrating the process order for masters and doctoral student. Tutorials are being updated and training for tutorials is being conducted. Online template has been updated and separate reference style sheets have been created for Anthropology majors. The table of contents is automatically blue. Jim will be attending an ETD conference at the University of Kentucky, June 3-5, 2004. Jim will give a presentation about ETDs at the EDUCAUSE conference in Atlanta the weekend of June 5-6, 2004 Statistics will be provided at the next meeting.

7. Future meeting
Art projects in lieu of thesis. Martha will contact Barbara Korner and invite her to attend an ETD committee meeting in the next month.

Martha will ask Kay Haile to schedule the next ETD committee meeting for the end of February.

8. Announcements
The Library will change to a new management system (ALEPH) in May. This will affect the Library catalog web site that individuals use to find the UF ETDs. Rich Bennett is working on something that will accomplish the same thing and there will be a web link to it.