

ETD Meeting: Library, FCLA, Graduate School, CIRCA, USF

DRAFT Notes from Meeting

Marston Science Library Conference Room (lower level)

11:00 – 12:00 Aug. 16, 2002

1. Status of Spring and Summer 2002 ETD's

Spring 2002 ETD's have been transferred to the Library and almost all are now available on the FCLA server. The one exception was one corrupted PDF file. It has been problematic to replace it since the author is now out of the country. There was some discussion of how to prevent such an occurrence with safeguards or backups. This will be revisited at the next meeting.

90 ETD's were submitted in the August 2002 commencement.

File naming conventions are now in place, but instructions will be modified to remove any special characters, spaces, apostrophes, etc. from names.

2. Update on transfer Process from Grad School to FCLA/Library

- a. Formalize documentation of receipt of ETD's at FCLA with copy to Library. Did we settle on sending email with list of ETD's received at FCLA to Library ETD team?

Yes, and this email notification will be automated.

- b. Include count of attached objects in the submission metadata in each ETD file. Grad School was going to consider and report back.

Matt Wilson will coordinate with Elaine Henjum to send the manifest document as part of the transfer process to FCLA and the Library. This can include the object count.

- c. There was agreement to add PDF above text to the user interface as a format option.

3. Update on ETD Rights & Permissions forms – now used to create paper version with signature?

In Process – will be on next meeting agenda.

4. Acceptable formats for files to be archived by FCLA for the library – approve FCLA grid distributed May 23?

It was agreed to use the list of Acceptable Formats distributed by FCLA at the last meeting. Jim Albury and Elaine Henjum will coordinate to share the document in electronic form with the group.

These formats will be included in the 'Guide' with the proviso that these are in effect as of August 2002, subject to regular review and updating. They will also be included in the training documentation.

5. Updates on CIRCA training.

Jim Albury distributed a summary of the ETD Training workshops he conducted May through July 2002. It is clear that combination workshops (General, PDF, and Template) are most well attended and weekend dates work best for grad students. Given these trends and the fall home football schedule, the Fall workshops will all be Combinations and have been scheduled for Sun. afternoons.

6. Jim Albury and Elaine Henjum reported on the annual ETD Conference held this year in Utah. Jim observed that the meetings seem to have more of an administrative focus than in previous years. Elaine reported on following applications of Harvester technologies and XMF. They recommended UF attendance at next year's meeting slated for Berlin.
7. Cathy Mook noted that UMI has referred to Legal Counsel the question of who is ultimately responsible for the release of UF ETDs – the author or the Library.

Update 8/20/02 – UMI has since responded that the author is the authority for the release and NOT the school. This is because the actual, signed legal document (permission form) is between UMI and the author directly, that the school really never comes in to play.

8. Kay Haile (Library) will schedule meetings for 02/03 academic year.

USF representatives from Academic Computing and the Library joined the group for discussion and tours at 12:00.

Future/continuing agenda items:

Processing fee

File integrity, backups during submission process

ETD Rights & Permissions forms – to be used to create paper version for signature