

ETD Meeting: Library, FCLA, Graduate School, CIRCA

DRAFT Notes from Meeting

Library East Conference Room

11:00 – 12:00 Oct. 31, 2002

Attendees: Matt Wilson, Bobby Parker, Martha Hruska, Priscilla Caplan, Elaine Henjum, Erich Kesse, Helen Martin, Carl Van Ness, Maurice “Mo” Sarns, Gerald Langford, Cathy Mook, Ken Gerhardt, Jim Cobb

1. Status 2002 ETD's

A CD containing the PDF files for the August 2002 ETD's was delivered to Elaine Henjum at the meeting. Staff from the Graduate School explained that the delay in processing and forwarding the files to FCLA was primarily caused by a change in their internal priorities due to the new UF ID transition. A new staff member, Maurice “Mo” Sarns, has been hired to work on the Graduate School ETD database and hopes to have the ‘back end’ revamped in time for the May 2003 graduating class. He will meet and talk with Elaine and Priscilla about their specific needs for the database product.

2. Review of ETD procedures (please see attached 10/31/2002 draft policy document.)

Some minor changes to the document were made. The Graduate School indicated that many steps occurred in the ETD process in their office that are not included in the procedure document. Martha said that the draft was not intended to cover the entire process but was instead to document the procedures after the Graduate School finalized and released the class to the Libraries.

3. Update on transfer process from Grad School to FCLA/Library

The CD containing the 89 August 2002 ETD files given to Elaine during the meeting had a packing list but no count of attached objects. [Matt Wilson noted that none of the ETD files for this class had attached objects.] FCLA and the Library reiterated to the Graduate School this importance of an object count, even if it is zero, to ensure accuracy and completeness. There was also no check sum data provided for the files. Again, the Library and FCLA asked that this information be provided by the Graduate School to ensure data accuracy. FCLA staff and Mo will meet to go over the output specs, which is currently an email document that has evolved over time.

4. Updates on ETD Rights and Permission form.

For now, the signature portion of the form continues to be a paper document, since the professors still need to sign an original document. [The thought is that both portions will eventually morph into an electronic form.] The issue of release dates came up again. There is still the possibility that a student will select one release date online while selecting a different date on the paper form. It was noted that we should pursue the option of having the student print off a paper copy of the online form with the release date notated for signatures. This would eliminate the problem of discrepancies.

Erich asked about adding a section to the form regarding indemnification for the University for any copyright violations committed by the students. He volunteered to investigate the possibility with University Legal Counsel.

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

Grid distributed on May 23rd was approved and has been added to the “Guide for preparing Theses and Dissertations” p. 31, published by the Graduate School. An

electronic copy of the grid shall be sent from Priscilla to Jim and Mo for online posting within their respective Webs so that it can be more readily accessed by ETD creators.

6. Update on archiving plans.

Priscilla gave updates on two new initiatives relating to the archiving of ETDs. First, FCLA has received a 3 year, \$190,604 grant from Institute of Museum and Library Services (see official announcement under Preservation/Digitization category at <http://www.ims.gov/whatsnew/current/092402-6.htm>.) to develop a central digital archiving facility. Second, AIIM has recently begun to work on an archiving standard for the Portable Document Format, better known as PDF. Information and meeting minutes can be found at <http://www.aiim.org/standards.asp?ID=25013> .

7. Update on CIRCA training

Jim gave a detailed accounting of recently offered ETD workshops. Please see separate document for details.

8. Schedule next meeting in January.

Jim Cobb asked that the next meeting be scheduled for sometime after January 21st.

Future/continuing agenda items:

Processing fee