ETD’s at the University of Florida

by

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Key Points

• Pilot project in Fall of 1998
• Mandated for all Starting Fall of 2001
• Over 4,000 ETD’s in system now…
• Release Date overview
Responsible units

- Graduate School
- Center for Instructional & Research Computing Activities (CIRCA)
- Smathers Library
- Florida Center for Library Automation (FCLA)
Graduate School

- Editorial Office: ensure electronic theses and dissertations meet UF's standards
  - [http://gradschool.rgp.ufl.edu/editorial/introduction.html](http://gradschool.rgp.ufl.edu/editorial/introduction.html) (their introductory page)
- Technology Staff: responsible for online submission system
  - [https://apps.rgp.ufl.edu/edm_app/etd_login.cfm](https://apps.rgp.ufl.edu/edm_app/etd_login.cfm)
Center for Instructional & Research Computing Activities (CIRCA)

- Responsible for operation of ETD Lab
- Primary mission is to assist graduate students with the technical challenges of formatting their theses and dissertations.
- [http://etd.circa.ufl.edu/](http://etd.circa.ufl.edu/)
Smathers Library

- Preservation Department: Paperwork, coordinate between Graduate School, FLCA and UMI
- Cataloging and Metadata: Aleph updates
- http://web.uflib.ufl.edu/committees/etd/ (Policies and Procedures)
- http://www.uflib.ufl.edu/etd.html (OPAC)
Florida Center for Library Automation

- Receive, create Aleph records and post files to Aleph
- Track release dates
- Shipment of dissertations to UMI by release date
- Florida Digital Archives
Campus wide workflow

- Student gets guidance from CIRCA and Graduate School Editorial Office re: ETD specifics
- Student submits ETD via EDM system
- UMI agreement form and UF Permission form signed and turned in
- Paperwork given to Preservation from Graduate Editorial Office
Campus wide workflow

- Metadata from EDM system and files transferred to FCLA from Grad School
- Preservation staff perform Quality Control
- Aleph records for theses and dissertations created from metadata
- Immediate worldwide release titles made available via UF catalog
Campus wide workflow

- UF Permission forms forwarded to Archives
- UMI Agreement form separated by release dates
- Immediate release Agreement Forms and PDF files sent to UMI
- Restricted Agreement Forms and PDF files held back till release date
Lessons Learned: Bad

- Version control of documents
- Vendor accuracy can be an issue
- Read the fine print on all forms
- Consistency between electronic and paper release dates
Lessons Learned: Good

• Up to date documentation is key
• Foster excellent working relationships campus wide
• Communicate, Communicate, Communicate, Communicate