

Upload Procedures:

English Department Senior Writing Capstone Program

Digital Commons @ Otterbein

Program directors:

- At the beginning of Spring term, program directors will strongly encourage graduating students to participate in this digitization effort by explaining the benefits of having their work archived.
- At the beginning of Spring term, program directors will send Jane Wu (digitalcommons07@otterbein.edu) a list of all program participants willing to participate in the digitization project for verification and administrative purposes.

Faculty & Student:

- Complete all program requirements based on program guidelines
- Complete "Upload Authorization Form: English Department Senior Writing Project".
- At time of defense, give completed form to faculty advisor
- Faculty advisor completes their release portion at bottom of Upload Authorization Form and returns form to student
 - There are three upload options:
 - Open Access – fully accessible to all audiences, internal and external.
 - Do not publish – based on reasons provided by the advisor, the project may not be approved for uploading. There may be revisions required, or the project may simply be deemed unsuitable.
 - Open Access with Embargo period – if the research is currently sensitive, but may not be in the near future. Select this option and choose the appropriate embargo period.
- Student either scans and emails form to Jane Wu (digitalcommons07@otterbein.edu) OR brings paper form to Library (Attention: Jane Wu).
- Student goes to <http://digitalcommons.otterbein.edu/> and completes upload process by logging in and providing the following information:
 - *Note: Much of the required fields may be completed with information found on the Authorization Form. The abstract should be taken directly from the student's paper.*
- Upload Instructions
 - Before uploading their document, the student will be required to agree to a **Publication Agreement**, which gives Otterbein certain rights and access to their project. Copies can be provided upon request.
 - Complete the following fields:
 - Title (all words capitalized)
 - Author Name and Graduating Institution (Otterbein University)
 - Program information (Honors or Distinction)
 - Department
 - Enter the members of your advising committee
 - Include Keywords
 - Choose subject categories from the list provided
 - Copy / paste your abstract
 - Upload your file
 - Select "Submit"
- Student completes upload and project is ready for review by English Liaison Librarian
- **All authorization forms must be turned in to Jane Wu (digitalcommons07@otterbein.edu) and projects uploaded to the Digital Commons@Otterbein at least two week prior to the end of the term.**

Library Staff:

- Once Jane Wu has the Authorization form, she will log into the Digital Commons and verify that the student has uploaded their project.
- Ms. Wu will give the program directors an update on April 15 regarding which papers have been uploaded and which have not, should there be any.
- Once the project has been uploaded, Ms. Wu will ensure all fields are completed correctly and that all the metadata associated with the project is correct.
- Once the paper is approved by the Ms. Wu and made live on the Digital Commons @ Otterbein, notification will be sent to the author informing them that they can view their paper.
- Jane Wu will communicate to the program directors as projects are approved.