Self-Driving ETDs: Developing an ETD Program that Runs Itself

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Link to Session Recording: https://bit.ly/2RuIAg5
Road Map

• Introduction
• Getting Started
• The Graduate School Joins
• Building a Better Program
• A Self-Driving ETD Initiative
• What’s Next?
• Questions
Introduction

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Getting Started

• Launching an IR
  – Launched in January 2012

• Partnership with Honors College
  – Began with December 2011 honors theses
  – Initially uploaded directly by IR staff
  – Later uploaded by HC staff with provided metadata
The Graduate School Joins

• Initial Phase
  – Concern about gaps in availability
  – Identified top priorities
  – Still relied on staff uploads

• Next Phase
  – Developing a plan for ongoing theses/dissertations
  – How to address larger volume of documents
    • Staff uploading not sustainable?
Graduate School opted to move forward starting in Spring 2015

- Applied to theses, dissertations, and DNP doctoral projects
- Trained Graduate School staff to use the IR
- Developed plan for students to directly submit
  - Plan for embargoes
  - How to review?
A Self-Driving ETD Initiative

• Workflow

1. Students submit manuscript to the IR
2. Graduate School staff get notified; review manuscript
3. Staff notify students of needed revisions through the system; students upload revised version
4. Repeat step 3 until the manuscript is finalized
5. Graduate School staff post final version to IR
Self-Driving ETDs (continued)

• Where are library/IR staff in this process?
  – We aren’t!
  – Available for troubleshooting and support
  – Periodic metadata checks/cleanup
    • Generally after all ETDs from a given semester are posted
    • Can batch revise metadata; easy to update multiple files
  – Perfect for institutions with few staff/FTE dedicated to the IR
Practical Considerations

• Metadata
  – Develop required fields that students must complete to submit
  – Use drop-downs or defined vocabulary for consistency where possible
  – Metadata should match the information on the document
    • Using full name
    • Date of graduation
More Practical Considerations

- Embargoes
  - Students have limited options (6 months, 1 year, 2 years)
  - Graduate School staff can set longer embargoes (including permanent)

- Contact info
  - Students use campus email for submission
  - Students include a permanent (non-campus) email that is not visible to the public
    - Used for any questions after the student graduates

Student view:

- **EMBARGO PERIOD**

Select Preferred Availability. Requests for embargoes longer than two years must be submitted in writing to the Graduate School.

- **No Embargo Required**
- 6 Months
- 1 Year
- 2 Years

Staff view:

**Emargo Period**

Select Preferred Availability. Requests for embargoes longer than two years must be submitted in writing to the Graduate School.

Month: June  Day: 17  Year: 2020
What’s Next?

• Strategies for backfiles
  – Digitization
  – Who uploads?

• New collections
  – Departmental projects (don’t go through Graduate School)

• Improving current systems
  – Honors College (staff still uploads; could students upload directly?)
Questions?

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