

## Depositing Masters Dissertations: process for enabling deposit.

Access to all masters dissertations is restricted to University staff and students only. The decision to deposit is made by academic staff at programme or school level, LDS simply action this decision.

An embargo can be applied, but if longer than 12 months then the dissertation should not be submitted for uploading to PEARL.

1. Academics make a programme level decision to deposit.
2. As dissertations are normally the copyright of the author, academics must advise students of the decision and ensure that their consent is obtained to upload the dissertation. (*A sample form is provided as Appendix 1*). This consent would grant to the University a non-exclusive licence that allows it to make the dissertation available in the appropriate format, and allows it to manage the file and storage, including archiving and backing up. The consent should also assert that any third party copyright material is utilised under a UK Copyright exception, or is subject to a licence that permits reuse, or has had permission from the content owner for its use and subsequent making available as part of the dissertation. The consent form or process should make it clear to the author that no copyright checks will be performed by LDS, that the responsibility for copyright compliance rests solely with the author, and that the only action performed by LDS, in the event of a challenge by a third party, would be to remove or embargo the pdf of the dissertation from the collection. It would be very helpful if this consent could be incorporated into the dissertation pdf (immediately before the title page).
3. Academics to contact their school Information Specialist direct, or can email [informationspecialists@plymouth.ac.uk](mailto:informationspecialists@plymouth.ac.uk), to discuss requirements.
  - a. Will this be a one-off or ongoing deposit?
  - b. Is there a time constraint when any new files must be available?
  - c. When will files normally be supplied?
  - d. How will the pdf files be supplied? (eg: on a CD/DVD or a memory stick). (NB: the media provided is not usually returned, so the LDS Content Team must be advised if it is to be returned, and to whom).
  - e. Will there be any back-fill of previous years? If yes, how many dissertations are involved and is there a time constraint for 'delivery'?
4. Information Specialist to advise LDS Content & Digital Resources Officer of school's or programme's wish to deposit dissertations and provide the answers to 3a to 3e above.
5. LDS Content & Digital Resources Officer will advise the school or programme contact as to whom to send the media containing the pdf files.
6. Around the time of the year agreed, academics to supply to the LDS Content Team the media containing a **pdf file** of each dissertation, with text recognition enabled (pdf option set as 'Standard (optimise for publishing, online and printing)').

7. LDS Content Team to upload the file onto PEARL, into the respective faculty folder for Masters Dissertations.
  - a. Content Team to provide metadata (title, author, year, award) as given on the dissertation title page.
  - b. Content Team to add the dissertation abstract to the record (but only if text recognition enabled).
  - c. Content Team to add keywords and sponsorship information to metadata, if the information is provided by the dissertation author.

Appendix 1

A sample consent form:

I ..... hereby grant to the University of Plymouth a non-exclusive permanent licence to make my Masters dissertation available electronically as part of a digital collection, on the understanding that access will be restricted to University staff and students.

I hereby grant the University all necessary permissions to allow my dissertation to be managed appropriately, including, but not limited to, file type, storage system, method of delivery, removal, archiving and backing up.

I hereby assert that any third party copyright material quoted or utilised within the dissertation is appropriately quoted and referenced and is utilised under either:

- a) A UK copyright fair dealing exception; or
- b) An embedded licence attached to the content, eg: Creative Commons, that permits its reuse and to making the dissertation available to the public; or
- c) A direct licence or written permission from the content rights owner, granting permission to reuse and to making the dissertation available to public.

I affirm that I understand that the responsibility for third party copyright reuse rests solely with myself and that the University will not perform any copyright checks on the dissertation and that their responsibility in the event of a third party copyright challenge is limited to the removal or embargo of the dissertation from the collection whilst negotiations between myself and the copyright holder are conducted. It is my responsibility to inform the University of the outcomes of any such negotiations.

Signed: ..... Date: .....