

Not Just Degree-Seekers: Graduate Students as Scholarly Contributors

This worksheet is designed to help assess whether your library has the capacity to engage more deeply with thesis deposit, and to identify opportunities to insert a librarian consultation.

Part I. Taking Stock: How does thesis submission work now?

Gathering Data

Try to fill in as many details as possible offhand, then go back to research if necessary.

of submissions per academic year

master's _____ doctoral _____

List your campus degree dates.

fall _____ winter _____ spring _____

What are the associated deadlines for each?

fall _____ winter _____ spring _____

Where do deposits go?

IR _____ ProQuest _____ print _____

Investigating Processes

Circle the department on your campus that is responsible for:

Format inspection library grad office other _____

Permissions check library grad office other _____

Writing & citation help library grad office other _____

Word-processing help library grad office other _____

Fees & payment (if any) ... library grad office other _____

Part II. Making the Case: How can you advocate for a (larger) library role?

List roles or individuals in the library who have the existing expertise in these areas:

open access _____	citation styles _____
publisher policies _____	writing technologies _____
author's rights _____	project management _____
copyright _____	digital file formats _____
licensing _____	digital preservation _____
image rights _____	data sharing _____

Are there faculty committees or working groups you could reach out to, or meetings you could ask to attend?

What other entities might you want to reach out to (e.g., faculty members via liaison librarians, department secretaries, student government leaders, writing center, student support services)?

Brainstorming

Whose buy-in would you need to bring a scholarly communication consultation into the deposit process? Are there existing relationships with administrators outside the library that could help?

Use the space below to identify existing and potential collaborators across campus.

