

## **OIT Thesis and Senior Project Digital Repository**

*Portland Campus Pilot*

### *What is a Digital Repository?*

“A University-based institutional repository is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members” Lynch, C. *Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age*

Put another way, a digital repository is a collection of materials generated by the institution which are stored and accessed digitally. Usually these collections are based around a theme such as Theses or Sr. Projects.

### *What are the benefits?*

- Access to research from anywhere
- Cross discipline collection – one location to find everything
- Searchable
- Supports multiple formats (pictures, reports, software files...)
- Connects resources between campuses and distance students

### *How are we currently storing these materials?*

On the Portland campuses senior project reports are intermittently given to the library for storage. These items have not previously been organized or cataloged; though they are on a shelf, and available for people visiting the library to review.

In the main library senior projects are collected, added to the catalog and provided for check out to the OIT population.

### *How would digitization change this?*

A digital collection of thesis senior projects will provide wider access to these resources, not only to the OIT community, but potentially to anyone with access to the internet. As well, it will provide a central collection and distribution point for these resources, no matter which campus they attend.

### *How do I format my report for inclusion?*

Each report should be in pdf format and digitally turned in to the librarian, either through email or via CD or other storage device. If needed there is a scanner at the OIT Portland East campus that may be used to digitize a report or thesis.

### *Who has copyright of the report or thesis?*

This is one of the most important policies to have. Copyright itself is generally retained by the individual, especially in the case of student driven works. For our purposes the student will sign a release form that gives the library one time digital publishing rights. The student retains all copyright after that one time.

*What happens if my report or thesis includes sensitive information?*

Grey areas are generally who is allowed access when sensitive materials, such as patents, are published. Some repositories have an embargo on such works, others allow a hidden archive so that while the work is digitized it is hidden from the general view. At OIT each of these will be considered on a project by project basis. The librarian in charge will work with the student and find a solution that works best.

*What if my project has to do with patentable processes or items?*

The office of innovation and technology transfer (OITT) <http://www.oit.edu/faculty-staff/oitt> is responsible for managing the intellectual property assets of Oregon Institute of Technology. Projects with patentable material will be run through OITT first before being added to the repository.

*Who will have access to my report or thesis?*

Some collections are only available to a specified population such as the university community, though the majority of them are available to the public. Currently the OIT pilot is accessible to the public through a Moodle Guest logon.

*What is the timeline?*

Students will be given the release form toward their scheduled project or thesis completion time. When the report is complete they need only give a digital copy of the report or thesis, and the completed release form to the librarian.