Lifecycle Management of ETDs Project  
Module 2: ETD Guidance Documents – Overview & Usage  
Handout

Suggestions for Using the Guidance Documents to Review Your ETD Program

1. Share them with your ETD Program Manager(s)
2. Coordinate a targeted document review with individual ETD Program stakeholders
3. Organize a brown-bag lunch discussion w/ETD Program stakeholders (use the review questions below)
4. Document recommendations & next steps for program implementation or improvement

Guidance Document Questions to Review Your ETD Program

1. Guidelines for Implementing ETD Programs - Roles & Responsibilities
   1. Who are the primary stakeholders involved in your ETD program? Inside and outside your institution?
   2. Does your ETD program apply any curation activities to preserve ETDs for the long-term?
   3. Have you ever assessed your ETD program, collections, usage? If not, do you have any plans for this?

2. Guide to Access Levels and Embargoes of ETDs
   1. What process is used to determine embargoes at your university?
   2. Do you do any redactions of theses; if so, how are these managed? Do you maintain two separate copies of the thesis?
   3. Do you do perform partial embargoes of theses? How is this managed?

3. Briefing on Copyright Issues and Fair Use in ETDs
   1. What guidance or resources (including workshops) on copyright and fair use does your institution provide for students writing ETDs?
   2. Who is involved in developing such copyright and fair use guidance & resources (and conducting workshops, if applicable)? What aspects of copyright and fair use issues are addressed?

4. Guidelines for Collecting Usage Metrics & Demonstrations of Value for ETD Programs
   1. Does your institution track ETD usage? If so, what are the typical measures?
   2. How does your institution measure the success of your ETD program? What are the criteria?

5. Overview of Formats, Complex Content Objects, and Format Migration Scenarios for ETDs
   1. What restrictions (if any) do you encourage/enforce regarding what file formats can be submitted for the ETD itself or for any supplementary files?
   2. How do you expect to use emulation or migration or some combination as part of your digital preservation program?
   3. What do you consider to be the greatest threat to long term access to ETDs and how do you plan to deal with it?
6. Metadata for ETD Lifecycle Management

1. Do any of the current metadata practices support your institution's ETDs specific requirements? If not, where would you like to see improvements?
2. What software or tools are used (or required) to facilitate your institution's ETDs metadata management?


1. Has your institution evaluated the costs associated with its ETD program? If so, what form did this evaluation take and who initiated it? What are/might the key cost factors be?
2. Are there any areas of your institution's ETD program that could benefit from additional resources?

8. Guide to Options for ETD Programs

1. Have you sought to strategically quantify and document your ETD program’s benefits and impacts?
2. What are the range of disputed issues that have shaped your choices when developing your ETD program?
3. How have your ETD program requirements determined your repository choices (internal, or use of external service providers or partnerships)?