Access Levels & Embargoes (Geneva)

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 partial embargoes of theses? How is this managed?

Copyright & Fair Use (Geneva)

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?

Metadata Practices (Daniel)

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?

Collecting Usage Metrics (Daniel)

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?

ETD Format Issues (Shannon)

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?
ETD Roles & Responsibilities (Shannon)

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?

2. How do you assess the impact of what are, ultimately, outreach activities for copyright and fair use?

Costing & Planning for ETDs (Martin)

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?