



# Submitting Your Senior Project to DSpace

ALLEGHENY COLLEGE

# Overview

## 1.) Submit Permission Form

You must submit an online form or a paper permission form before your project can be accepted into DSpace.

## 2.) Complete Approval Process

After a faculty member approves your permission form, you may submit a copy of your project to DSpace.

## 3.) Submit project to DSpace

Log into [DSpace](#) and enter all the necessary information to submit your senior project.

After you have submitted a permission form AND a senior project to DSpace, a new item will be created in the DSpace [Senior Projects collection](#).

# Step 1 - Permission Form

You must submit a permission form before you can upload your senior project to DSpace. You can either submit a [paper permission form](#) or an [online permission form](#). **If you have questions about shared copyright, intellectual property, or access restrictions, contact your faculty advisor.**

Paper form

**Permission Form for Distribution of Senior Project**

After completing this form, fold it in half so the Library's address is visible, staple or tape it closed, and put it in the Campus mail.

Student Name: \_\_\_\_\_

Class Year: \_\_\_\_\_ ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Major(s): \_\_\_\_\_

Department(s): \_\_\_\_\_

1<sup>st</sup> Reader(s): \_\_\_\_\_

2<sup>nd</sup> Reader(s): \_\_\_\_\_

**1. Copyright** (Please select one of the following options)

☐ I am the sole creator of my entire project and therefore the copyright holder.

☐ I collaborated with other co-creators on my project and therefore share the copyright with the following individuals.

Co-creators: \_\_\_\_\_

**2. Intellectual Property**

☐ Yes ☐ No Select Yes or No - My project contains intellectual property or copyrighted material created by someone else (images, music, performances, etc.)

☐ If you answered Yes, is the intellectual property appropriately acknowledged in your project?

**3. Access Restrictions in the Online Archive** (Please select one of the following options)

<input type="checkbox"/> Public Distribution (least restrictive)	I grant permission to Allegheny College to make my senior project available to the public. I understand that any parts which are not my intellectual property may be excluded from distribution.
<input type="checkbox"/> Campus Distribution (moderately restrictive)	I grant permission to Allegheny College to make my senior project available to members of the Allegheny College community, but do not grant permission to make my senior project available to the public. I understand that any parts which are not my intellectual property may be excluded from this distribution.
<input type="checkbox"/> Limited Distribution - FERPA Exception (most restrictive)	I do not grant permission to Allegheny College to make my senior project available to members of the public or the Allegheny College community, except under the conditions specified by the Family Educational Rights and Privacy Act (FERPA).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Project Director Signature: \_\_\_\_\_

Senior Project Directors are asked to sign this form to ensure that faculty co-creators are acknowledged within the form.

Online form

**Senior Project Permissions Forms with Form Publisher**

Your email address ([bsmith3@allegheny.edu](mailto:bsmith3@allegheny.edu)) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

Student Name \*

Your answer \_\_\_\_\_

Student ID Number \*

Your answer \_\_\_\_\_

Expected Graduation Date \*

Your answer \_\_\_\_\_

# Step 2 - Faculty Approval Process

**If you submit an online permission form**, a document is generated and sent to your project advisor for approval. Your project advisor can choose to approve, reject, or request more information.

**If you complete a paper permission form**, your faculty project advisor must sign the paper form to approve it. Send the signed permission form to:

ATTN: Resource Management Dept.  
Pelletier Library  
555 N Main St.  
Meadville, PA 16335

# Questions so far?

If you have any questions about the permission form, please contact:

Beau Smith - Digital Resources Librarian

(814)-332-3361

[bsmith3@allegheny.edu](mailto:bsmith3@allegheny.edu)





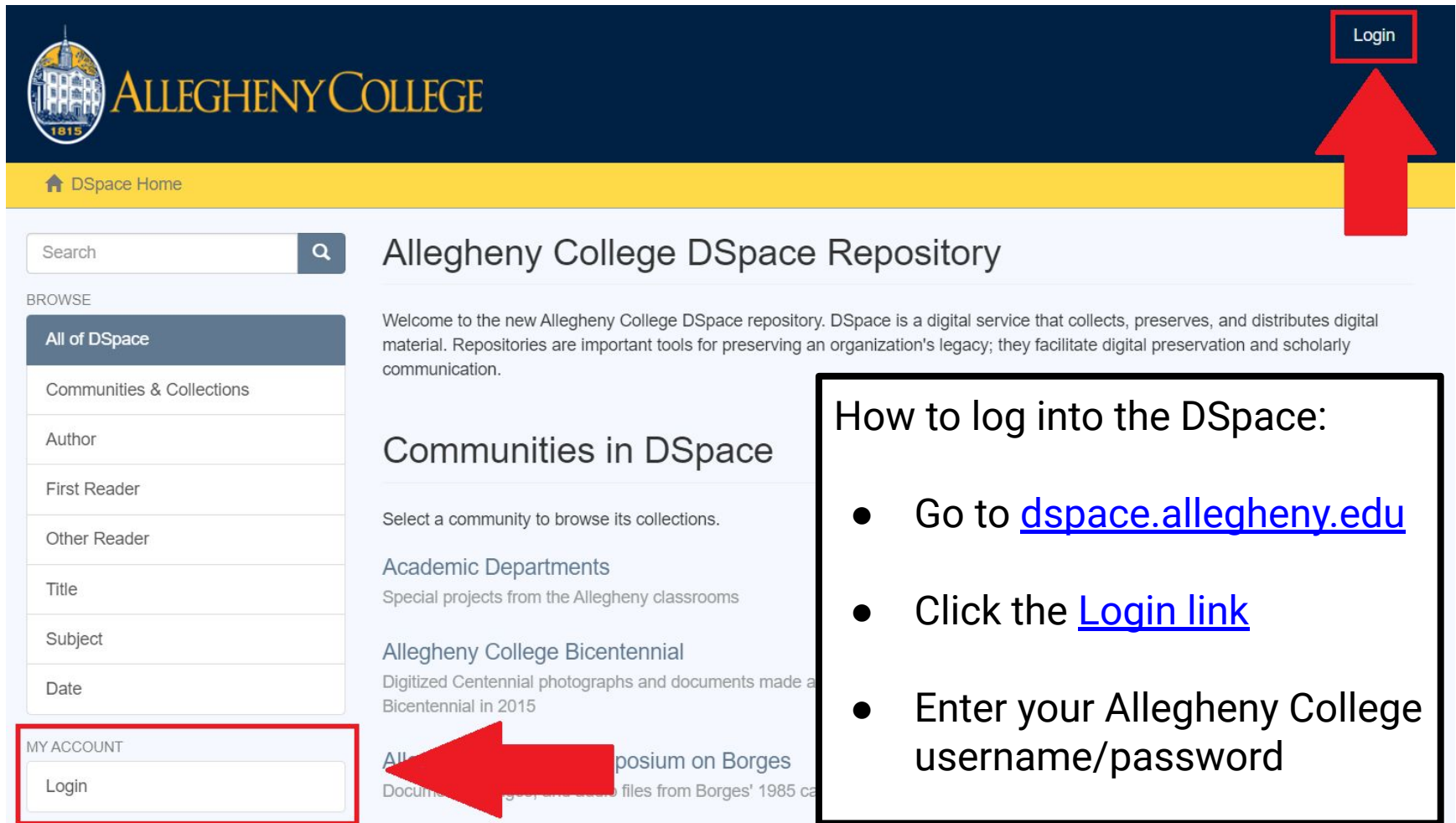
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# Step 3 - Submit your project to DSpace

## **What do you need before you start?**

- A copy of your senior project in PDF format (if you have questions about how to convert your Microsoft Word document to PDF, we can help you with that)
- Other files you want to submit with your project (i.e. images, sound files, videos, datasets, code, etc)

# Log in to DSpace



The screenshot shows the Allegheny College DSpace Repository homepage. The header features the Allegheny College logo and name. A yellow navigation bar contains a 'DSpace Home' link. The main content area is titled 'Allegheny College DSpace Repository' and includes a search bar, a 'BROWSE' section with various filters, and a 'MY ACCOUNT' section with a 'Login' button. A red box highlights the 'Login' button in the 'MY ACCOUNT' section, and a red arrow points to it from the right. Another red box highlights the 'Login' link in the top right corner, and a red arrow points to it from below. A large red arrow points from the 'Login' button in the 'MY ACCOUNT' section towards the right, pointing towards the login instructions box.

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DSpace Home

Search

BROWSE

- All of DSpace
- Communities & Collections
- Author
- First Reader
- Other Reader
- Title
- Subject
- Date

MY ACCOUNT

Login

Allegheny College DSpace Repository

Welcome to the new Allegheny College DSpace repository. DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

Communities in DSpace

Select a community to browse its collections.

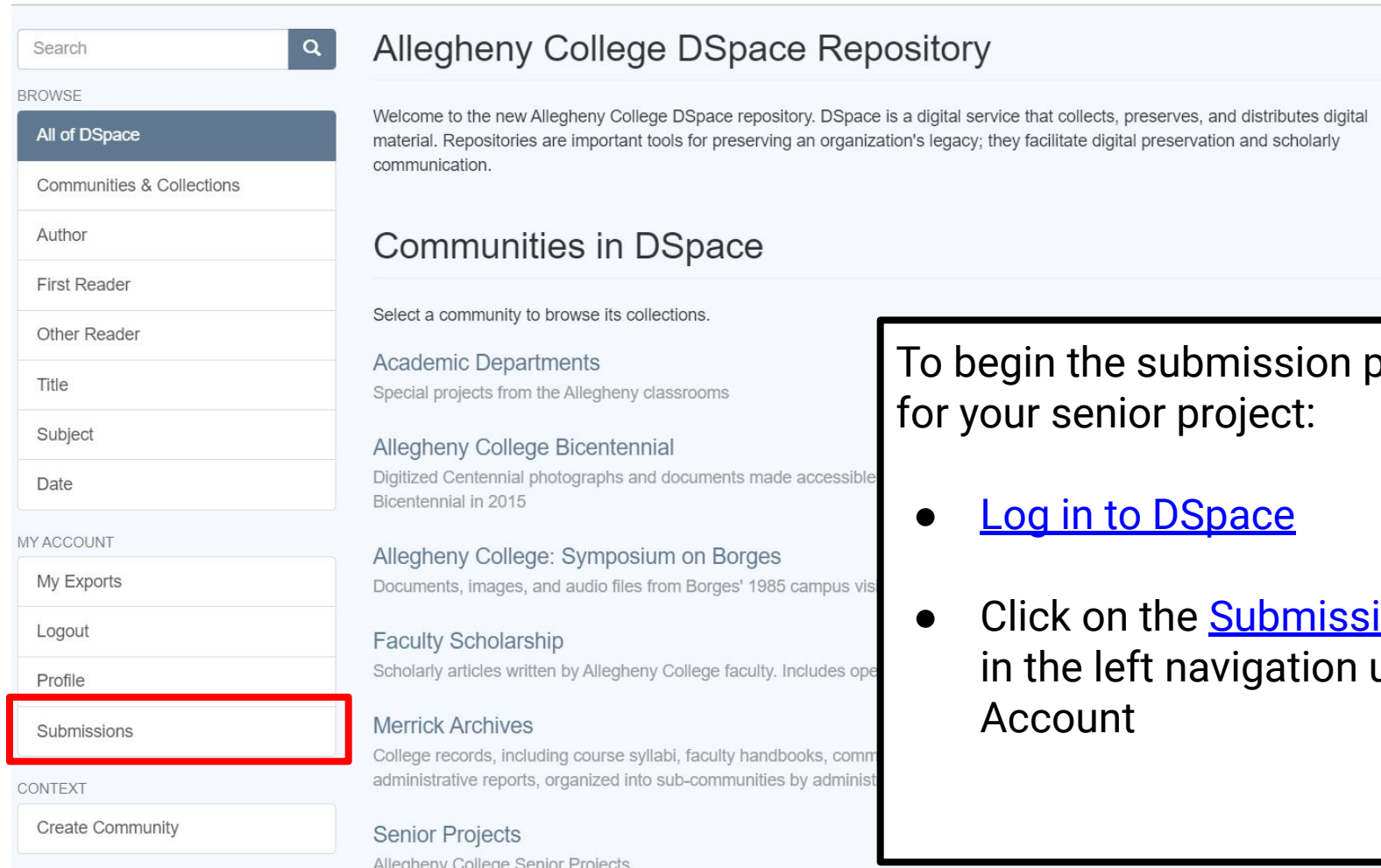
- Academic Departments  
Special projects from the Allegheny classrooms
- Allegheny College Bicentennial  
Digitized Centennial photographs and documents made a Bicentennial in 2015
- Allegheny College Bicentennial Symposium on Borges  
Digitized Centennial photographs and documents made a Bicentennial in 2015

How to log into the DSpace:

- Go to [dspace.allegheny.edu](https://dspace.allegheny.edu)
- Click the [Login link](#)
- Enter your Allegheny College username/password



# Submission Walkthrough



The screenshot shows the Allegheny College DSpace Repository homepage. On the left, there is a navigation menu with sections: BROWSE, MY ACCOUNT, and CONTEXT. The 'BROWSE' section includes links like 'All of DSpace', 'Communities & Collections', 'Author', 'First Reader', 'Other Reader', 'Title', 'Subject', and 'Date'. The 'MY ACCOUNT' section includes 'My Exports', 'Logout', 'Profile', and 'Submissions' (highlighted with a red box). The 'CONTEXT' section includes 'Create Community'. The main content area features the title 'Allegheny College DSpace Repository', a welcome message, and a list of communities including 'Academic Departments', 'Allegheny College Bicentennial', 'Allegheny College: Symposium on Borges', 'Faculty Scholarship', 'Merrick Archives', and 'Senior Projects'.

Search

## Allegheny College DSpace Repository

Welcome to the new Allegheny College DSpace repository. DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

### Communities in DSpace

Select a community to browse its collections.

- Academic Departments  
Special projects from the Allegheny classrooms
- Allegheny College Bicentennial  
Digitized Centennial photographs and documents made accessible Bicentennial in 2015
- Allegheny College: Symposium on Borges  
Documents, images, and audio files from Borges' 1985 campus visit
- Faculty Scholarship  
Scholarly articles written by Allegheny College faculty. Includes open access
- Merrick Archives  
College records, including course syllabi, faculty handbooks, communications, administrative reports, organized into sub-communities by administrative
- Senior Projects  
Allegheny College Senior Projects

**BROWSE**

- All of DSpace
- Communities & Collections
- Author
- First Reader
- Other Reader
- Title
- Subject
- Date

**MY ACCOUNT**

- My Exports
- Logout
- Profile
- Submissions**

**CONTEXT**

- Create Community

To begin the submission process for your senior project:

- [Log in to DSpace](#)
- Click on the [Submissions](#) link in the left navigation under My Account

# Submissions & Workflow Tasks

DSpace Home / Submissions

Search



## Submissions & Workflow tasks

### BROWSE

All of DSpace

Communities & Collections

Author

### Submissions

You may start a new submission.

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Click the [start a new submission](#) link to continue.



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# Select a Collection

## Item submission

### Select a collection

Collection:

Select a collection...

Merrick Archives > Standing Committees of the College RG13 > Committee on College History and Heritage  
Merrick Archives > Standing Committees of the College RG13 > Council on Diversity and Equity  
Merrick Archives > Standing Committees of the College RG13 > Finance and Facilities Committee  
Merrick Archives > Standing Committees of the College RG13 > Library and Information Technology Committee  
Merrick Archives > Standing Committees of the College RG13 > Staff Advisory Committee  
Merrick Archives > Standing Committees of the College RG13 > Strategic Planning Committee  
Merrick Archives > Standing Committees of the College RG13 > Study Away and Campus Internationalization Committee  
Senior Projects > Projects by Academic Year > Academic Year 2010-2011  
Senior Projects > Projects by Academic Year > Academic Year 2011-2012  
Senior Projects > Projects by Academic Year > Academic Year 2012-2013  
Senior Projects > Projects by Academic Year > Academic Year 2013-2014  
Senior Projects > Projects by Academic Year > Academic Year 2014-2015  
Senior Projects > Projects by Academic Year > Academic Year 2015-2016  
Senior Projects > Projects by Academic Year > Academic Year 2016-2017  
Senior Projects > Projects by Academic Year > Academic Year 2017-2018  
Senior Projects > Projects by Academic Year > Academic Year 2018-2019  
**Senior Projects > Projects by Academic Year > Academic Year 2019-2020**  
Senior Projects > Projects by Department or Interdivisional Program > Art  
Senior Projects > Projects by Department or Interdivisional Program > Biochemistry  
Senior Projects > Projects by Department or Interdivisional Program > Biology

- Select the collection titled Senior Projects > Projects by Academic Year > Academic Year 2019-2020
- Click Next to continue

# Item Submission Form

- Steps 1 & 2 describe your project (author, title, abstract, keywords, etc.)
- Upload a PDF copy of your project and any other related files
- Review the information you entered for your project
- Agree to the license
- Complete the submission
- Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your [submissions](#) page.



# Questions about DSpace?

If you have any questions about DSpace or the submission process, please contact:

Beau Smith - Digital Resources Librarian

(814)-332-3361

[bsmith3@allegheny.edu](mailto:bsmith3@allegheny.edu)

# You did it! Congratulations!



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