



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): _____
1st Reader(s): _____
2nd 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)
☐ 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.
☐ 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.
☐ 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) 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:

Brian Kern - Associate Director of the Library
(814) 332-3792
bkern@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. At the top left is the Allegheny College logo and name. A yellow banner below the header contains a home icon and the text 'DSpace Home'. On the right side of the header, a 'Login' link is highlighted with a red box, and a large red arrow points up towards it. On the left side of the main content area, there is a 'BROWSE' section with a list of categories: 'All of DSpace', 'Communities & Collections', 'Author', 'First Reader', 'Other Reader', 'Title', 'Subject', and 'Date'. Below this is a 'MY ACCOUNT' section with a 'Login' button, which is also highlighted with a red box. A large red arrow points from this 'Login' button towards the right. In the center of the page, the title 'Allegheny College DSpace Repository' is displayed, followed by a welcome message and a section titled 'Communities in DSpace' which lists various collections. On the right side, a black-bordered box contains the text 'How to log into the DSpace:' followed by three bullet points: 'Go to dspace.allegheny.edu', 'Click the [Login link](#)', and 'Enter your Allegheny College username/password'.

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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

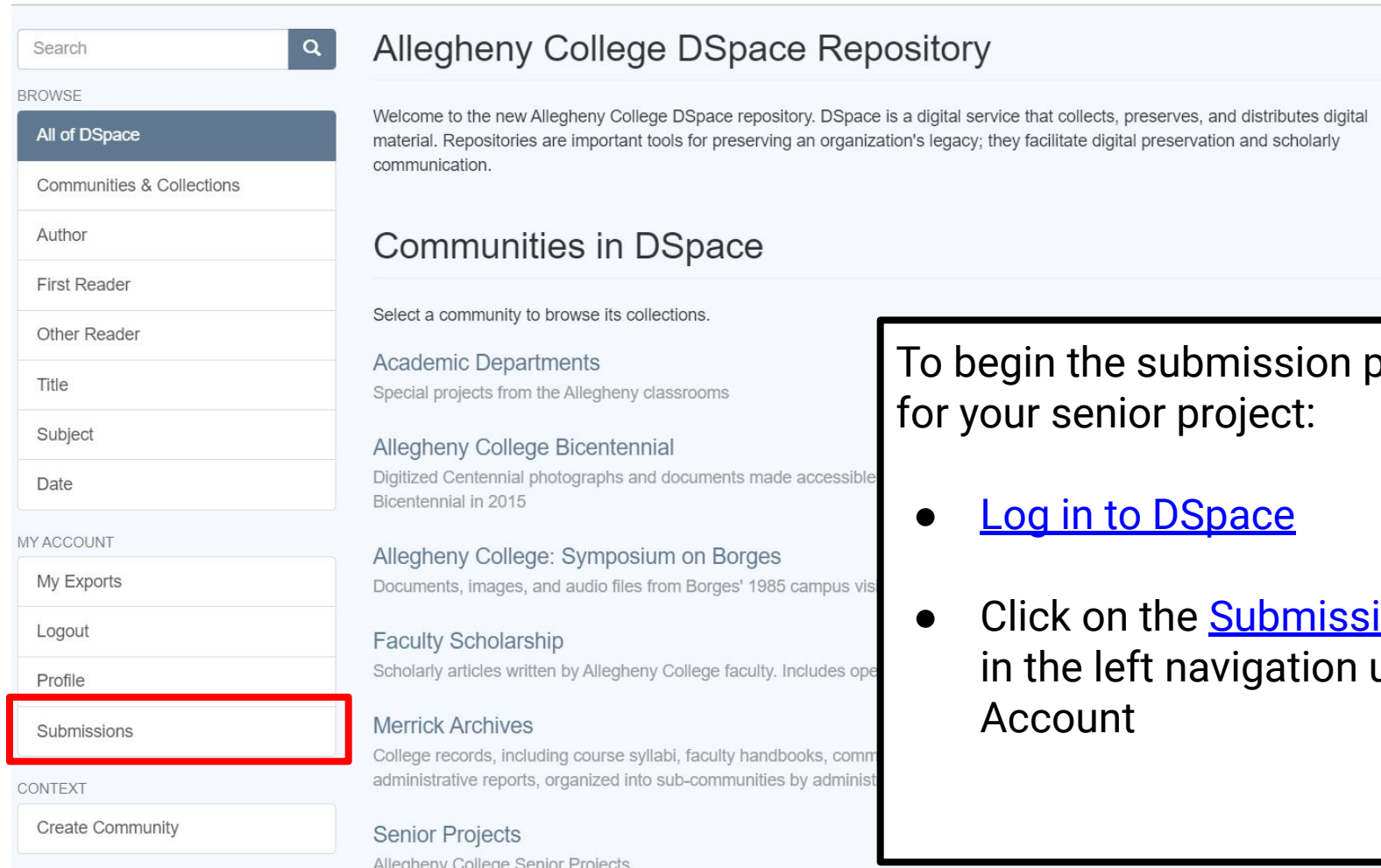
Select a community to browse its collections.

- 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
- 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 a search bar, 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

The screenshot shows a web form titled 'Item submission'. On the left is a sidebar with a search icon and a link '& Collections'. The main area has a heading 'Select a collection' and a label 'Collection:'. Below this is a dropdown menu with the placeholder text 'Select a collection...'. The dropdown is open, showing a list of collection paths. The path 'Senior Projects > Projects by Academic Year > Academic Year: 2020-2021' is highlighted in blue. Other paths include various committees under 'Merrick Archives' and other academic years under 'Senior Projects'.

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 Academic Year > Academic Year: 2020-2021**
- Senior Projects > Projects by Department or Interdivisional Program > Art
- Senior Projects > Projects by Department or Interdivisional Program > Biochemistry

- Select the collection titled Senior Projects > Projects by Academic Year > Academic Year 2021-2022
- 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:

Brian Kern - Associate Director of the Library

(814) 332-3792

bkern@allegheny.edu

You did it! Congratulations!



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