BATES COLLEGE
Environmental Studies Program

Thesis Authorship, Access, and Embargo Form

Student Name: ______________________________

This Affirmation, Access, and Embargo Form must be signed by both the student and the student’s advisor(s) and kept on file by the ES Program. The form has three parts.

I. The student must affirm authorship and compliance with the guidelines below by completing the section immediately below, checking the box at the bottom of this page, and signing at the bottom of the form.

II. The advisor and student must determine the level of access that is appropriate for this thesis.

III. The advisor and student must decide whether or not a period of embargo is required for the thesis. If the decision is that a period of embargo should be assigned, the advisor and student select the number of years for the embargo.

_____________________________ ________________________________
Part I. Affirmation
Now that the thesis is final, the student must attest to the legal aspects of publishing the work on SCARAB. Students: To attest, write your name below, mark the box at the bottom of this page, and sign on the next page.

I, ______________________________________________, (student’s name) Affirm:

• That this work is my original creation and that I have full authority to make this agreement;
• That my thesis does not contain any libelous matter, nor invade the privacy of any person or third parties;
• I grant Bates College the non-exclusive right to make my thesis part of SCARAB and to make it available for research and scholarly purposes. I understand that once the final thesis is uploaded, I may not remove it.

[ ] Check the box and sign below to agree to the above terms.

Part II. Level of Access
The ES Program Committee decided to require restricted access for all ES theses, other than honors. The advisor and student must therefore select the level of restricted access that is appropriate for this thesis. The options available for ES theses are:

• Select “Restricted: Campus/Bates Community Only Access” if the thesis is to be made available only to the Bates on campus community.
• Select “Restricted: Archival” if the thesis is being submitted for archiving on the SCARAB web site, but will not be accessible from the public portal.
• Select “Restricted Access: Embargoed [Bates Community After Expiration of Embargo]” if the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available only to the Bates Campus community after that embargo period.

Check the box for the appropriate restricted access option for this thesis.

[ ] “Restricted: Campus/Bates Community Only Access”
[ ] “Restricted: Archival”

Part III. Embargo

Once the level of access is determined, the advisor and student must select the period of embargo that they have determined is appropriate for this thesis. Once a period of embargo is chosen, it cannot be changed.

• In cases where there are no concerns about the entire contents of the thesis becoming available to the Bates community immediately, it is appropriate to select “no embargo required.”
• Short-term embargos may be appropriate when the contents of the thesis are likely to be published as a part of a peer-reviewed document; such publication often requires that there has been no prior posting or publication of the data or findings. Here the advisor and the student should agree upon a period of time after which the thesis would become available within SCARAB to the Bates community and enter the date. The choices are: 1, 5, 10 or 15 years.

[ ] No Embargo Required

[ ] Embargo Period - (specify the number of years: 1, 5, 10 or 15 years) _____

Signed: ______________________________________________, student

Signed: ______________________________________________, advisor

Signed: ______________________________________________, second advisor, if any

The completed form must be submitted to Camille Parrish in the ES Program at the time the thesis is finalized and before the thesis can be uploaded to SCARAB.