

Thesis Access and Embargo

Only the advisor and the examination panel will have access to the first submission of the senior thesis on SCARAB. In the thesis submission through SCARAB on Monday, March 30, 2015 consequently, candidates select “Open Access.”

If the award of Honors is granted, however, the student and advisor must talk about and decide the accessibility of the thesis and set an appropriate embargo period for the thesis, if one is required. To ensure that this is done, the advisor and student must complete and sign the Thesis Access and Embargo Form and the advisor must return it to Academic Services, 7 Lane Hall, no later than 3 p.m. on Friday, May 8, 2015. Students submitting corrected theses or theses from which copyrighted material has been removed will also need to designate the level of access and the period of embargo in SCARAB when they upload their final copy no later than 3 p.m. on Friday, May 8, 2015.

Access: Honors students and their advisors may choose to allow public access to their thesis, restrict access to the thesis to those at Bates, or restrict access to everyone through an embargo.

Selecting “Open Access” grants permission to Bates College to distribute the thesis for scholarly and research use to the general public on the internet through SCARAB. If the final version of a thesis complies with fair use in accordance with United States copyright law, the student and advisor may select “Open Access.”

Selecting “Restricted Access” grants access to the thesis through SCARAB only to the on-campus Bates community. If the thesis includes copyrighted materials NOT in accordance with the fair use provision of the United States copyright code, the student and advisor must select “Restricted Access.” If “Restricted Access” is selected, those outside the Bates community who would like a copy of a thesis must request it from the Honors candidate or faculty advisor.

In some cases the material that is in excess of fair use is easily identifiable and can be removed (for example documents or images included for the reference of the Honors panel). Provided that the student, with the guidance of the advisor, removes the material that is in excess of fair use, the candidate and advisor may select “Open Access.” This revised final version of the thesis must be uploaded to SCARAB before the thesis may be marked for access to the public but no later than May 8, 2015.

To make this decision, it is important that student and advisor discuss and understand fair use provisions of the United States copyright code. For information about fair use, copyright, and intellectual property, see copyright guidelines at <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/>. Chris Schiff, Music and Arts Librarian in Ladd Library, at cschiff@bates.edu is also available to help answer specific questions and for consultations concerning copyright.

Embargo: Students or advisors may also assign a period of embargo that prevents all access to the thesis for a certain period of time. This is common if the student and advisor

are planning to publish the findings elsewhere. If that is the case, students and advisors use the Thesis Access and Embargo Form to choose the date when the thesis will be available for viewing. Periods of embargo may be 5 or 10 years or total embargo. Once a period of embargo is chosen, it cannot be changed. During the period of embargo, neither the faculty nor those inside or outside the Bates community may retrieve a copy from SCARAB. Those requesting a copy of the thesis will be referred to the student or faculty advisor, who will need to agree before the thesis can be shared.

After the Honors student and advisor have completed and signed the Thesis Access and Embargo Form, it must be returned to Academic Services, 7 Lane Hall, no later than 3 p.m. on Friday, May 8, 2015.

For more guidance about access and embargo, please email the chair of the Honors Committee.