

**BATES COLLEGE HONORS PROGRAM  
2021-2022**

**Thesis Access and Embargo Form**

**Honors Student:** \_\_\_\_\_

**Department(s)/Programs:** \_\_\_\_\_

This Access and Embargo Form must be signed by both the Honors student and the Honors student's advisor(s) and submitted to the appropriate Academic Administrative Assistant by 3 p.m. on Friday, April 29. The form has three parts.

- I. The student must affirm that the work on the Honors thesis is his or her own by checking the box and signing the bottom of the form.
- II. The advisor and student must discuss fair use and level of access, select a level of access, and sign the form. The Honors Guidelines at <https://www.bates.edu/honors/files/2021/02/2020-21-Guidelines.pdf> has information for students and advisors about level of access.
- III. The advisor and student must decide whether or not a period of embargo should be assigned to the thesis. If the decision is that a period of embargo should be assigned, the advisor and student include the date at which the thesis should be accessible. The Honors Guidelines at <https://www.bates.edu/honors/files/2021/02/2020-21-Guidelines.pdf> has information for students and advisors about embargo.

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**Part I. Affirmation**

Now that the thesis has been awarded Honors, the student must attest to the legal aspects of publishing the work on SCARAB. To attest, the student enters his or her name, marks the box at the bottom of this page and signs on the next page.

I, \_\_\_\_\_, (Honors 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;
- That, if my thesis includes materials copyrighted by another party and used by me in excess of the fair use provision of the United States copyright code, I have restricted access to the final version of my thesis to the Bates educational community only.
- 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 advisor and student must check the level of access that they have determined is appropriate for this thesis and sign below.

[ ] **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.”

[ ] **Restricted Access: Campus/Bates Community Only Access** - grants thesis access through SCARAB only to the on-campus Bates community via either the secure Bates computer network or a SCARAB login using an active Bates username and password. If the thesis includes copyrighted code, the student and advisor must select this designation. When “Restricted Access: Campus/Bates Community Only 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.

[ ] **Restricted Access: Embargoed (Open access after expiration of embargo)** – ensures the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available to all after that embargo period. The embargo can be set for 1, 5, 10, or 15 year periods, after which the thesis will become “Open Access.”

[ ] **Restricted Access: Embargoed (Bates community access after expiration of embargo)** – ensures 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. The embargo can be set for 1, 5, 10, or 15 year periods, after which the thesis will become “Restricted Access: Campus/Bates Community Only Access.”

[ ] **Restricted Access: Archival Copy (No Access)** – allows the Honors thesis and associated metadata to be uploaded to SCARAB, but the thesis will be unavailable for viewing or downloading by anyone. A thesis containing sensitive or restricted personally identifiable data is an example of one that could fall in this category.

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 student 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 4, 2018 (Dec 6, 2017-Dec. Grads). The Honors Guidelines at <https://www.bates.edu/honors/files/2021/02/2020-21-Guidelines.pdf> has instructions for uploading a final copy of the thesis.

**Part III. Embargo**

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. Total embargo may be important for theses with human subjects who might be identifiable. During the period of embargo, those outside the Bates community requesting a copy of the thesis will be referred to the faculty advisor.

- No Embargo Required
- Embargo the thesis for 1 year
- Embargo the thesis for 5 years
- Embargo the thesis for 10 years
- Total Embargo of the thesis

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

Signed: \_\_\_\_\_, student

Signed: \_\_\_\_\_, advisor

Signed: \_\_\_\_\_, second advisor, if any