



University of Miami Libraries, in Partnership with the Frost School of Music in Creating a Digital Submission Process for Graduate Students

LIBRARIES

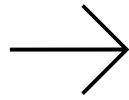
Anna Dimoula, Scholarly Communications Librarian for Performing Arts & Humanities

Jason Cohen, Research Impact Librarian

Kineret Ben-Knaan, Director of Technical Services



Workflows, Policies, and Access



Agenda

University of Miami Libraries & Frost School of Music

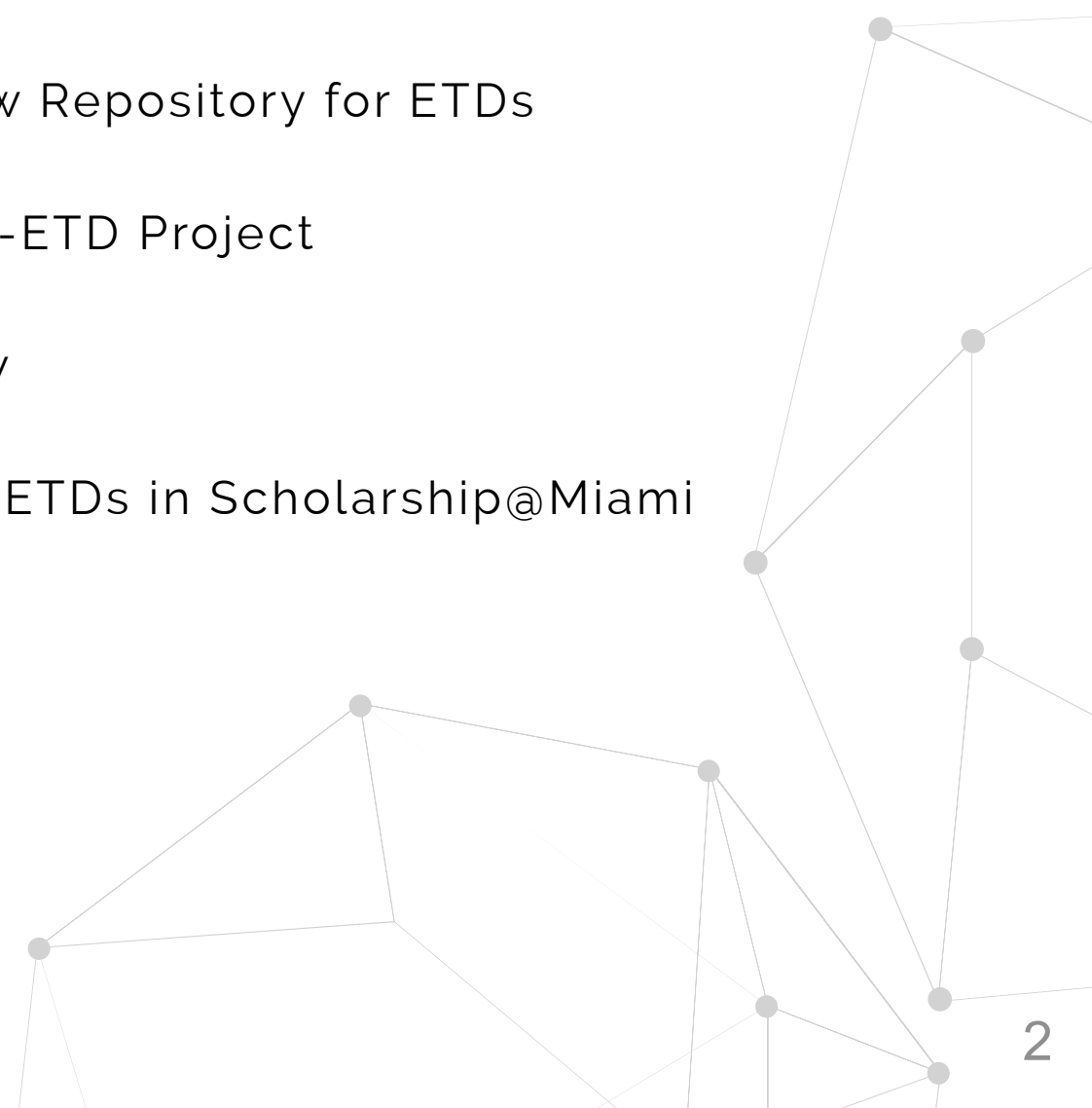
Scholarship@Miami- A New Repository for ETDs

Frost School of Music Non-ETD Project

Non-ETD Project Workflow

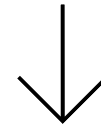
Benefits of Importing non-ETDs in Scholarship@Miami

Takeaways & Next Steps





- University of Miami Libraries (UML)



Established in 1926.

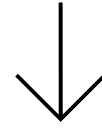
Ranked among the top 50 research libraries in North America by research organizations- ARL.

- UML serves over 19,000 students (~4,500 Graduate students).

UML comprises six libraries on all three of the University's campuses: Coral Gables, Virginia Key, and the Health District near downtown Miami.



● Frost School of Music



- Established in 1926.
- Among the top 20 music schools in the country by U.S. News & World Report.
- The Frost School of Music has over 700 students from all over the world, and its faculty is composed of Grammy Award and Pulitzer Prize winners, as well as other internationally acclaimed artists and scholars.
- The school offers a wide range of undergraduate and graduate degrees in music performance, music education, music therapy, music business, and music composition.

- Scholarship@Miami- A New Repository for ETDs

History of institutional repositories at UML

- Homegrown Webpage
- BePress (Elsevier, RELX Group)
- Scholarship@Miami (Ex Libris Esploro, Clarivate)

Scholarship@Miami is a next-generation Research Information Management (RIMS) platform powered by AI & Machine Learning and houses:

- Over 160,000 research assets & creative works that represent the outputs of researchers at UM.
- More than 3,500 grants of researchers at UM. More than 8,000 Electronic Theses and Dissertations (ETDs) by UM students since 2009. Prior works are recorded and available for viewing on the ProQuest Dissertations and Theses database.

Welcome to Scholarship@Miami

This portal preserves and provides access to selected research and scholarly works prepared by faculty, students, and staff of the University of Miami. Want to add your work? Please contact repository.library@miami.edu

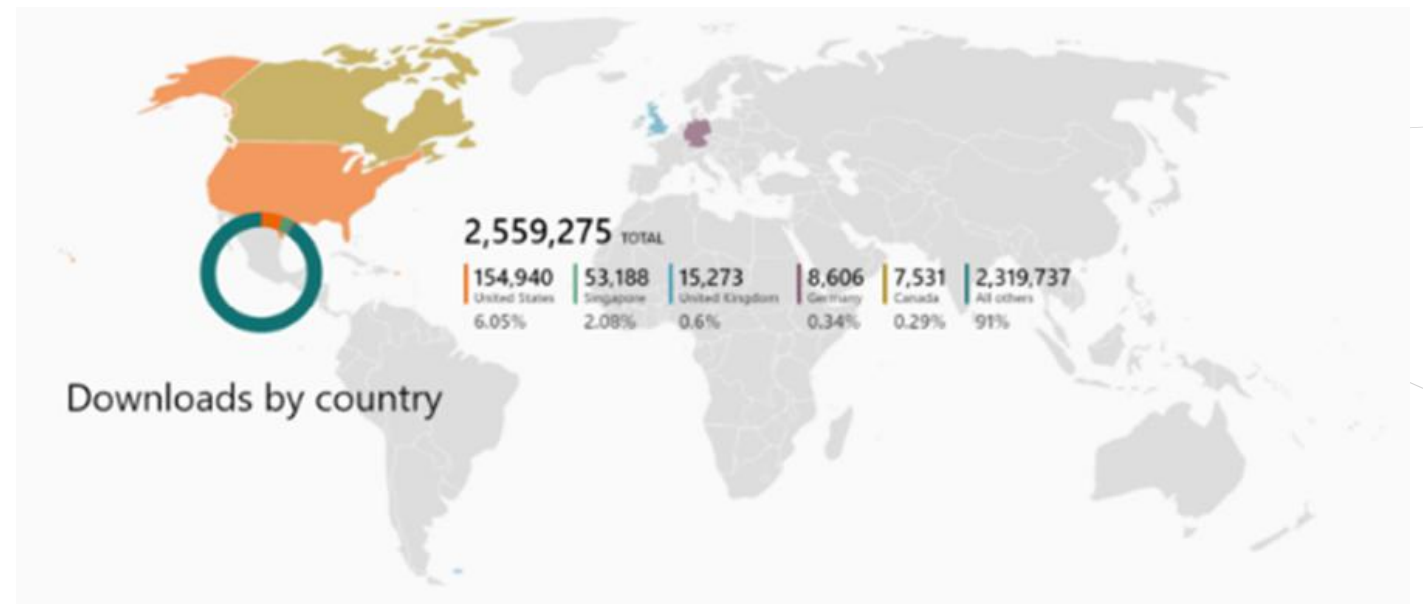
[Open Access](#) | [ETDs](#) | [FAQ](#) | [AI & Machine Learning](#)

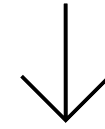
[Scholarship](#) | [Faculty & Researcher Profiles](#) | [Academic & Research Units](#) | [Research Collections](#)

New open access resources available to University of Miami authors

The University Libraries are collaborating with several publishers to pilot opportunities for our research community to publish OA journal articles. Currently, the libraries have established OA agreements with the following four publishers: Public Library of Science (PLOS), Frontiers, Wiley, Institute of Physics (IOP).

[Explore more](#)



The image shows the cover of a journal titled "19TH CENTURY MUSIC". The cover is white with black text and is set against a background of a floral pattern in shades of orange, yellow, and brown. The text on the cover reads "19TH CENTURY MUSIC" in a large, serif font. Below this, in a smaller font, it says "FALL 2009 • VOLUME XXXIII • NO. 2".

19TH CENTURY MUSIC

FALL 2009 • VOLUME XXXIII • NO. 2

- Historically, performance-based or multi-media projects were submitted in hard copy to the Frost School Graduate Studies Office.
- Access to these hard copies could only be granted for in-person viewing and, as a result, were kept separate from all ETDs stored in the UML.
- In 2009, the UM Graduate School began accepting electronic theses and dissertations (ETDs).
- The Frost School of Music had to devise a new workflow for thesis and dissertations that included performance-based content such as videos and audio.

Curriculum reform led to a groundbreaking workflow process and Library partnership with the Frost School of Music

Expansion of performance-based programs:

- Changes in curricula for graduate degrees at the Frost School require a new workflow.
- Performance-based projects cannot be submitted to the Graduate School at UM in the traditional manner. Leaving those works with "nowhere to go".



Hurdles of Digital Submission

- Deposit Agreement and Copyright
- Pandemic
- File Sizes
- Access Permissions options



Software Solution- Digital Submission form with Cognito Forms tool

A Form via Cognito Forms was created for non-ETD submission to facilitate depositing performance-based ETDs

- The form enables the library to gather general metadata about the student, their program, degree, and basic information about their work.
- The form allows for uploading the required Front Matter document and adding keywords to improve discoverability.
- The form provides access permission options for the student's work.

LIBRARIES Frost School of Music
UM Libraries Submission Form for Non-ETD Scholarship@Miami Repository

1 Submission Form 2 Confirmation

Name *

First MI Last Suffix

Required Field

The name of the student who completed the project and wishes to deposit this final work in the University of Miami Scholarship@Miami.Repository.

UM Email * **Phone Number**

miami.edu

Required Field *Optional*

*Note: UM alumni retain access to their UM email account for life. Please see more details here: <https://www.alumni.miami.edu/benefits/email-for-life/index.html>.

Project Title * **Advisor Name (Committee Chair) *** **Project Submission Date ***

Required Field *Required Field* *Required Field*

Degree Program * **Primary Department at the Frost School of Music ***

Required Field *Required Field*

Required Front Matter for all Final Projects includes:

- Title page
- Spacer page
- Signature page
- Abstract (or program notes for Final Projects that consist of a recital, or liner notes for Final Projects that consist of a recording project)
- Table of Contents (only required for Final Projects that primarily consist of a paper, such as a Masters Recital Paper).

Please upload project "Front Matter" *

Upload or drag files here.

Please upload one PDF file only

Open Access only

Required Field

Subjects/Keywords *

Please enter up to 5 subjects/keywords (separated by semicolon ";") that describe your project so that users can more easily search for and locate your work. Possible examples of keywords are "piano performance," "piano recording," "film score," "Debussy," or "Romanticism,".

Subjects/Keywords should not be your name, the title of your project, or a generic title like "masters project".

Access Permission *

Please note: The permission option that is selected will be applied to all files.

[a] **Open Access**: Available to all; [b] **Closed Access**: Available to none; [c] **UM Access**: Available to UM users only

Please click [here](#) to review the Frost's [Final Project Copyright Analysis](#).

If you have any questions or you need assistance related to Copyright and Fair Use, please contact:

Manny Santana, Manager of Programs, Graduate Studies
(305) 284 6913 | msantana@miami.edu

● Frost School of Music Non-ETD Project

Software Solution- Digital Submission form with Cognito Forms tool

- Within the form, the student must agree to a legal document called the Deposit Agreement in order to proceed with the submission.

Prior to submitting your project please review the [Scholarship@Miami Deposit Agreement](#) as written below, then confirm by selecting "Yes" at the bottom of the agreement to "I [] have read and agree to the Scholarship@Miami Deposit Agreement".

If you have any questions about Scholarship@Miami Deposit Agreement, please [contact us](#):

- **Cohen, Jason**, Digital Publishing Specialist,

(305) 284-9169 | j.cohen4@miami.edu



Deposit Agreement

The University of Miami Scholarship@Miami Deposit Agreement

Non-Exclusive Distribution and Preservation License

In order to properly administer the University of Miami Libraries Scholarship@Miami (institutional repository) and to preserve the contents for future use, the University of Miami (the "University") requires certain representations and warranties and permissions from you, the author(s) and/or copyright owner of content and materials (the "Work") to be submitted. If you are the copyright owner of the Work, by accepting the terms of this Non-Exclusive Distribution and Preservation License ("License"), you still retain copyright to your Work and do not give up the right to submit the Work to publishers or other repositories. If you are not the copyright owner, it is presumed that the copyright owner has given you permission to deposit the Work.

By accepting this License, you grant to the University the non-exclusive right to reproduce, translate (as described below), and distribute the Work, including the descriptive information (metadata) and abstract, in any format or medium worldwide and royalty-free, including, but not limited to, publication over the Internet, except as provided for by an addendum to this License.

When provided, the University will clearly identify your name(s) as the author(s) or copyright owner(s) of the Work as well as the name(s) of the copyright owner(s) if different from your name(s). The University will also include a statement of your copyright, and will not make any alterations to your Work, other than as allowed by this License.

You agree that the University may translate the Work to any medium or format for the purposes of security, back-up, and preservation. You agree that the University may make multiple copies of the Work for the purposes of security, back-up, and preservation.

If you cannot agree to the following conditions, before proceeding further please contact Scholarship@Miami (repository.library@miami.edu). In order to submit Work, you represent

BY ACCEPTING THE TERMS AND CONDITIONS OF THIS LICENSE, YOU ACKNOWLEDGE THAT YOU HAVE CAREFULLY READ AND AGREE TO BE BOUND BY THE LICENSE AND ALL RELATED LIBRARY AND UNIVERSITY POLICIES.

Reviewed and approved by University of Miami General Counsel 3/31/21

I () have read and agree to the Scholarship@Miami Deposit Agreement.

Yes No

Date of Agreement *

2/23/2024

The File Upload fields will be enabled only after your review of the Scholarship@Miami Deposit Agreement above, and agreement by selecting "Yes" to "I [your name] have read and agree to the Scholarship@Miami Deposit Agreement".

Next >

Save

Software Solution- Digital Submission form with Cognito Forms tool

- Beyond the Front Matter file, general metadata, and Deposit Agreement signature, the student will then upload their Final Project. If the Project has multiple components, the student will upload each one separately by choosing "Add File."
- If the student has an audio or video component that is larger than 100 MB, we suggest a different upload method. The student can upload the component to one of the UM repository services, like OneDrive or Box, and share the file through a shareable link. Then, paste the link into the "Share a File Link" field. This will allow us to download the component and deposit the work in the Scholarship@Miami Repository. Sharing the work components through a shareable link is only a temporary step to enable the library staff to access and download large files.

The screenshot displays a digital submission form titled "File(s) Information". It includes fields for Student's Full Name (John Doe), Degree Program (Master of Music in Composition), Department at the Frost School of Music (Theory and Composition (MTC)), Project Title (Doe's non-ETD), Advisor Name (Doe's advisor), and Submission Date (2/23/2024). There are dropdown menus for File / Asset Name (File 1) and Asset Type (Multi-media project). Below these are instructions regarding file size limits (5 GB and 4 GB) and a section for uploading files, including a "Maximum File Size is 100 MB" warning and a "Share a File Link" field. The form also features "Add File", "Next >", and "Save" buttons.

File(s) Information
Please provide information for each file/asset you plan to upload and deposit:

⊗ File 1

Student's Full Name John Doe	Degree Program Master of Music in Composition	Department at the Frost School of Music Theory and Composition (MTC)
Project Title Doe's non-ETD	Advisor Name Doe's advisor	Submission Date 2/23/2024

File / Asset Name * File 1 **Asset Type *** Multi-media project

* If your file is over 5 GB please review the following instructions through [here](#) to reduce your file size (see page 7 for reducing video file size).
* If your file is over 4 GB please review the following instructions through [here](#) to reduce your file size.

Is your file size bigger than 100 MB?
 Yes No

Upload Your File
 or drag files here.
Maximum File Size is 100 MB

Upload Your File

If your file is larger than 100 MB, you may upload the file to one of the University of Miami repository services – like [OneDrive](#), or [Box](#) – and share the file through a shareable link, then paste the link into the following "Share a File Link" field. This will allow us to download your file and deposit your work in the Scholarship@Miami Repository. Sharing your work through a shareable link is only a temporary step for enabling the library staff access to download your large file.

For step-by-step instruction on how to create a shareable link please follow the instructions through the links below:

- [Share OneDrive files and folders](#) (OneDrive)
- [Creating shared links](#) (Box)

We advise restricting the level of access to your shareable link to "only people within your organization" (University of Miami). For more information on how to select this option please review the instructions through the links above.

You will be notified through email when your file has been downloaded. After that, you may restrict access to your file by disabling the link-sharing option or even removing the file from its shared location.

Please note that only links that direct to one of the University of Miami repository services, mentioned above, are acceptable.

If you have any questions or you need assistance please contact:

- **Cohen, Jason**, Research Impact Librarian,
(305) 284-0169 | jcohen@umiami.edu
- **Dimoula, Anna**, Scholarly Communications Librarian for Performing Arts and Humanities,
(305) 284-1895 | annadimoula@miami.edu

Share a File Link

*Please note that only links that direct to one of the University of Miami repository services mentioned above are acceptable.
*We advise restricting the level of access to your shareable link to "only people within your organization" (University of Miami).

● Frost School of Music Non-ETD Project

Software Solution- Digital Submission form with Cognito Forms tool

- The library manages submissions through the entries management page of Cognito Forms.
- The library team uploads non-ETD submissions from the Cognito platform, which include metadata and multiple components in various forms, to Scholarship@Miami for publication.
- Once a submission is successfully published in the repository, both the student and the Frost School Graduate Studies Office receive notifications.

ID	Status	Updated	Project Submission Date	Degree Program	Primary Department on the ...	Items added	Please upload pro
82	Incomplete	12/20/2023 10:28 AM	11/14/2023	Doctor of Musical Arts in Keyboard Performance	Keyboard Performance (MKP)	2	
81	Complete	1/2/2024 10:52 AM	11/14/2023	Doctor of Musical Arts in Keyboard Performance	Keyboard Performance (MKP)	1	
80	Complete	1/2/2024 10:51 AM	12/13/2023	Doctor of Musical Arts in Keyboard Performance	Keyboard Performance (MKP)	3	
79	Submitted	11/25/2023 5:36 PM	4/17/2020	Master of Music in Media Scoring and Production	Media Scoring and Production...	5	
78	Complete	6/6/2023 10:04 AM	5/15/2023	Master of Music in Composition	Theory and Composition	3	
77	Complete	6/6/2023 9:16 AM	5/11/2023	Master of Science in Music Engineering	Music Media and Industry	1	
76	Complete	6/6/2023 11:02 AM	5/10/2023	Master of Music in Media Scoring and Production	Music Media and Industry	13	
75	Complete	6/6/2023 12:20 PM	5/10/2023	Master of Music in Media Scoring and Production	Music Media and Industry	13	
74	Complete	6/6/2023 9:32 AM	5/10/2023	Master of Music in Studio Jazz Writing	Studio Music and Jazz	7	
73	Incomplete	5/24/2023 10:27 AM	6/10/2023	Master of Music in Studio Jazz Writing	Studio Music and Jazz	7	
72	Complete	6/6/2023 10:01 AM	5/9/2023	Master of Science in Music Engineering	Music Media and Industry	1	
71	Complete	6/6/2023 11:25 AM	5/9/2023	Master of Music in Media Scoring and Production	Music Media and Industry	26	
70	Complete	6/5/2023 11:54 AM	5/9/2023	Doctor of Musical Arts in Instrumental Performance	Instrumental Performance	1	
69	Complete	6/5/2023 12:24 PM	5/10/2023	Doctor of Musical Arts in Keyboard Performance	Keyboard Performance	1	
68	Complete	6/5/2023 11:58 AM	5/8/2023	Doctor of Musical Arts in Instrumental Performance	Instrumental Performance	1	
67	Incomplete	6/6/2023 10:11 AM	5/8/2023	Doctor of Musical Arts in Instrumental Performance	Instrumental Performance	7	
66	Complete	6/5/2023 12:25 PM	5/7/2023	Master of Music in Media Scoring and Production	Music Media and Industry	9	
65	Incomplete	5/24/2023 10:24 AM	5/7/2023	Doctor of Musical Arts in Keyboard Performance	Keyboard Performance	4	
64	Complete	6/5/2023 11:23 AM	5/7/2023	Doctor of Musical Arts in Keyboard Performance	Keyboard Performance	4	
63	Complete	6/6/2023 9:38 AM	5/7/2023	Master of Science in Music Engineering	Music Media and Industry	1	
62	Complete	6/6/2023 11:24 AM	5/7/2023	Master of Music in Media Scoring and Production	Music Media and Industry	28	
61	Complete	6/5/2023 12:10 PM	5/8/2023	Doctor of Musical Arts in Instrumental Performance	Instrumental Performance	11	
60	Complete	6/6/2023 10:29 AM	5/5/2023	Master of Music in Composition	Theory and Composition	3	

Academic & Research Units

OTHER CREATIVE WORKS | OPEN ACCESS

Piotr P Kozlowski, Sonoristic Features of Piano-Percussion Chamber Works by Kazimierz Serocki, Donald Scott Stinson, and George Crumb

Piotr P Kozlowski [Show author details](#)

2023-06-05

[View](#) [Share](#) [Send to](#)

Abstract

Files and links (1)

Metrics

Details

Files and links (1)

[Kozlowski, Piotr_Front Matter](#) 203.20 kB [Download](#) [View](#)

PDF | Open Access

Software Solution- Digital Submission form with Cognito Forms tool

- The submission process includes automatic notifications to keep students informed. It also provides information on copyright and additional educational information.

Dear John Doe,
Thank you for filling out the UM Libraries Submission Form for Non-ETD Scholarship@Miami Repository. Your submission (# 83)has been recorded, and it is now being processed.


Work & File Submissions
If one or more of your submission file(s) were shared through a shareable link, you will be notified when your file(s) have been downloaded.
You will also be notified once your work has been published in the Scholarship@Miami Repository.

Copyright
The submission of your project does not in any way impact your claim of copyright ownership in the project. You are not required by law to register your project with the United States Copyright Office (USCO) in order to establish your copyright ownership. Copyright protection begins automatically when you create the type of work that copyright law protects and fix it in some form that someone else can read, see, or hear (e.g., musical notation, audio recording, video recording, handwritten words, typed words, etc.). There are, however, important reasons why you should register your work with the USCO.
Review the circular published by the USCO titled "Copyright Basics" for more information. You can access it via this link: <https://www.copyright.gov/circs/circ01.pdf>.
The decision to register your work with the USCO is entirely yours. Neither the University of Miami Graduate School nor the Frost School of Music require you to register your work with the USCO. If you do decide to register, visit this page on the USCO website for information about how to register: <https://www.copyright.gov/registration/>."

Contact Information
If you have any questions about your current submission, please contact:

- **Cohen, Jason**, Digital Publishing Specialist, (305) 284-9169 | j.cohen4@miami.edu
- **Dimoula, Anna**, Scholarly Communications Librarian for the Performing Arts and Humanities, (305) 284-1895 | annadimoula@miami.edu

Thank you,
University of Miami Libraries,
UNIVERSITY OF MIAMI
LIBRARIES



Music School

01

Non-ETD Final Project approval

- Step 1: Copyright Analysis
- Step 2: Final Oral Defense
- Step 3: Pre-Submission Check
- Step 4: Non-ETD Final Content Approval

Students must complete & submit the Non-ETD Final Content Approval Form, which is signed by all committee members.

UM Libraries

02

Link to *Cognito Forms* digital Submission form

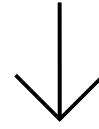
- Step 5: Submission of the Final Project
- When the Non-ETD Final Content Approval Form is received, a new URL is emailed to the student, allowing them to submit their Non-ETD Final Project to the Scholarship@Miami repository.

UM Libraries

03

Successfully published within the repository

- After a student completes the uploading process, they will then receive an initial email confirming that their Final Project has been received by the library.
- When the Final Project has been successfully published within the repository, the student will receive a final confirmation/congratulations email. That same email will automatically be sent to the Frost School Graduate Studies Office.



Central Location

- First-time creative works are archived and preserved within the same location as ETDs!

Online and publicly available

- First-time performance-based ETDs become online and publicly available!

More control on access permission and Copyright

- Students can choose access options (Open, Campus Only, Closed) for their material, except for the Front Matter (always open).

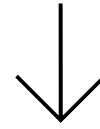
Rich and detailed metadata for each component and the work as a whole

- Increased discoverability, shareability & citability of performance-based ETDs!





- Benefits of Importing non-ETDs in Scholarship@Miami



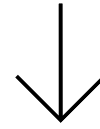
Foster collaboration and partnership between the Frost School of Music and UM Libraries

.....big benefit is that we have professionalized the submission process as well as the access to submitted projects. It is now so easy to find and examine these projects from a user standpoint, and the display looks amazing!

Dr. Shannon K. de l'Etoile,
Associate Dean of Graduate Studies
Professor, Music Therapy



- Takeaways & Next Steps



Automating Manual Work

At the moment, the process of uploading metadata, files, and work components from Cognito Forms to Scholarship@Miami is being done manually. Automation of this process is necessary.

Develop a verification mechanism to ensure that all required work components are uploaded and shared as requested

Once a student submits their final work through the Cognito form, the library team counts the received items to ensure that they match the number of items expected by the School of Music.

Education sessions and webinars for students are necessary

The Frost School of Music found it necessary to offer an annual webinar for students to educate them on how to complete the submission.



This project allowed UML to showcase our expertise in metadata, discoverability, and archiving, creating a unique workflow to showcase the distinctive Frost School of Music materials that were once only available to a limited audience.