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

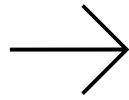**Anna Dimoula**, Scholarly Communications Librarian for Performing Arts & Humanities

Jason Cohen, Research Impact Librarian

Kineret Ben-Knaan, Director of Technical Services

LIBRARIES

Workflows, Policies, and Access

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Agenda

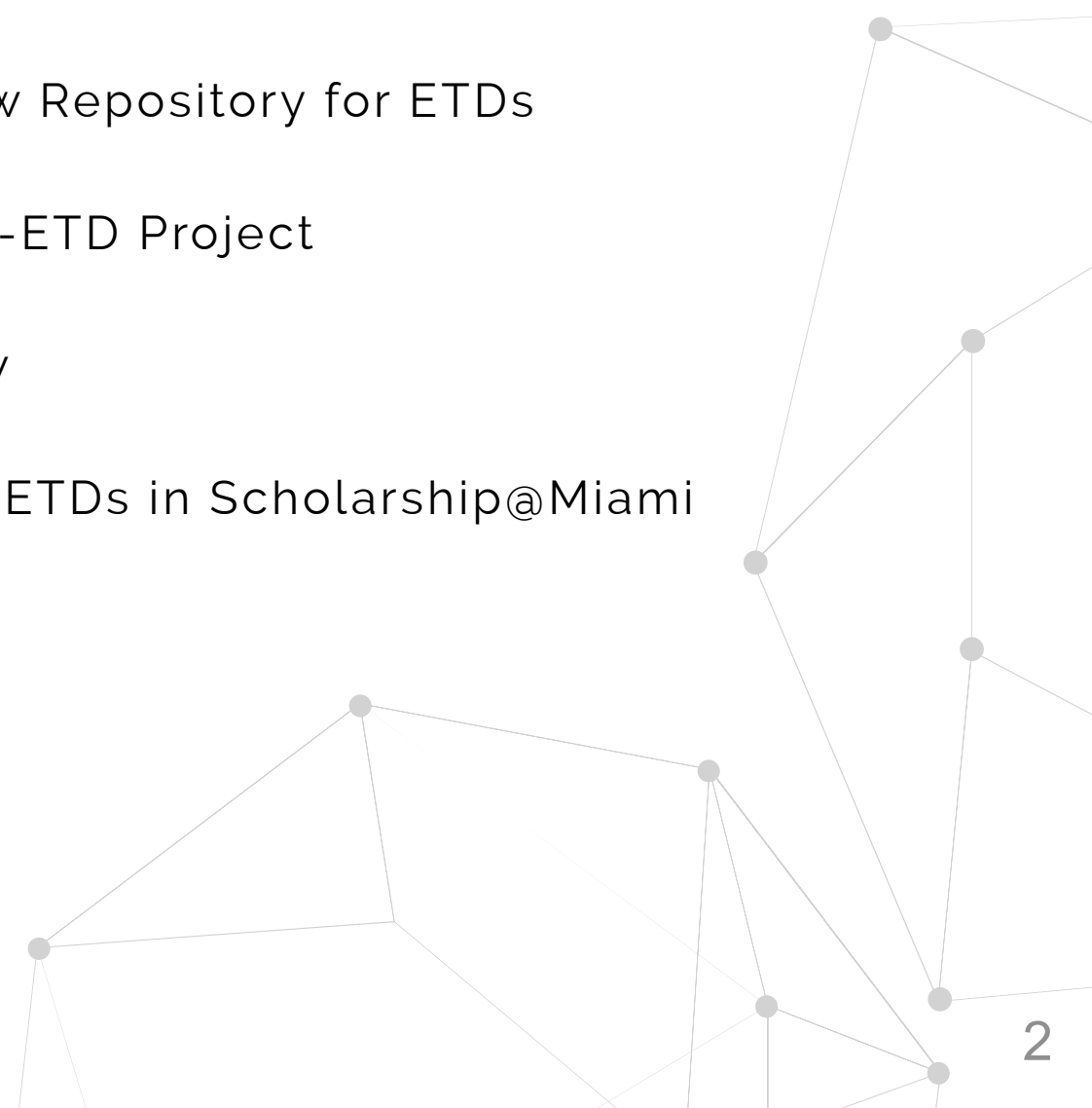University of Miami Libraries & Frost School of Music

Scholarship@Miami- A New Repository for ETDs

Frost School of Music Non-ETD Project
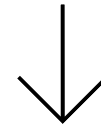
→ Non-ETD Project Workflow

Benefits of Importing non-ETDs in Scholarship@Miami

Takeaways & Next Steps

LIBRARIES

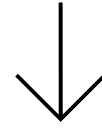U MIAMI

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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.

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- 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.

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.

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○ 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.

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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".

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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.

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

UNIVERSITY OF MIAMI
LIBRARIES

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.

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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 makemultiple 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, yourepresent

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

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**".

Date of Agreement *

2/23/2024

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.

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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.

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 l annadimoula@miami.edu

Thank you,

University of Miami Libraries,
UNIVERSITY OF MIAMI
LIBRARIES

Music School

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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

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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

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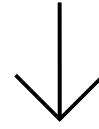
Central Location
- First-time creative works are archived and preserved within the same location as ETDs!

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).
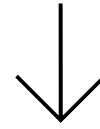
Rich and detailed metadata for each component and the work as a whole
- Increased discoverability, shareability & citability of performance-based ETDs!

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**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

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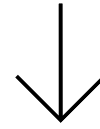
Automating Manual Work

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.

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Thank You
Any Questions?

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.