

## Thesis Access and Embargo Guidelines

### Bowdoin College Honors Submission

Honors students and advisors will agree upon and choose the level of access that will be permitted to the student's thesis. To make this decision, it is important that the student and advisor(s) discuss plans for possible future use of the work or its contents. **The levels of Access and Embargo for the digital honors project will be filled out by the student at the time of submission and approved their advisor(s) after the project has been submitted to Bowdoin Digital Commons.**

The final version of the thesis must comply with fair use in accordance with U.S. copyright law or the copyright holder must have granted permission for inclusion of their material. Information about copyright and the intellectual property of the student can be found on the Bowdoin Library Copyright Guide (<https://library.bowdoin.edu/research/copyright/>) and the Intellectual Property Policy in the Faculty Handbook, appendix C (<https://www.bowdoin.edu/academic-affairs/pdf/20-21facultyhandbook.pdf#page=94>). For more information about copyright questions contact Carmen Greenlee, Humanities and Media Librarian ([cgreenle@bowdoin.edu](mailto:cgreenle@bowdoin.edu)).

For general questions about the honors submission process, contact Karen Jung, Music Librarian and Coordinator of Research and Instructional Services ([kjung@bowdoin.edu](mailto:kjung@bowdoin.edu)).

#### Part I: Level of Access to the project (Open or Campus-only)

- **Open access.** Available globally, immediately.
  - “Open Access” grants permission to Bowdoin College to make the thesis available online to the public for scholarly and research use.
- **Campus-only access.** Access restricted to users on the Bowdoin campus. If the restriction is temporary (1, 3, or 5 years), the thesis will be open globally after the period of restriction.
  - **Temporary campus-only access** grants immediate online access to the thesis *only* to users on the Bowdoin campus for a period of 1, 3, or 5 years. After the period of restriction, it grants permission to Bowdoin College to make the thesis available online globally to the public for scholarly and research use.
  - **Permanent campus-only access** grants immediate online access to the thesis *only* to users on the Bowdoin campus.
  - Abstracts will not be included in restrictions by default and instead will be available globally unless otherwise specified on the Access and Embargo Form.

## Part II: Level of embargo (This is optional)

- **Temporary embargo.** No access granted to anyone for 1, 3, or 5 years. After embargo period ends, the thesis will be open globally or restricted to users on the Bowdoin campus.
  - Students and advisors may assign a period of embargo that prevents all online access to the thesis for a certain period; this is common if, for example, they are planning to publish the findings elsewhere. Periods of embargo may be 1, 3, or 5 years, after which the thesis will be available for viewing online.
  - Indicating that the thesis should be made **open access** after the period of embargo grants permission to Bowdoin College to make the thesis available online to the public for scholarly and research use.
  - Indicating that the thesis should be made **campus-only access** after the period of embargo grants online access to the thesis *only* to users on the Bowdoin campus.
- **Abstracts** will not be included in restrictions or embargos by default and instead will be available globally unless indicated on the **submission materials**.

## Part III of the Thesis Access and Embargo Form addresses the legal aspects of publishing the honors project in Bowdoin Digital Commons.

The student must affirm the levels selected for embargo and access and the terms of submission. The advisor(s) must approve the final manuscript of the project and indicate that they agree to the levels selected for embargo and access. This is the statement in BDC:

I, \_\_\_\_\_ affirm:

- That this work and any associated files are my original creation and I have full authority to make this agreement;
- That this work is the final version approved by my advisor;
- 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 obtained permission from the copyright holder to include their material in my thesis;
- That, if this work includes research governed by IRB protocols, it has undergone IRB review;
- I grant Bowdoin College the non-exclusive right to make my thesis available for research and scholarly purposes through Bowdoin Digital Commons and successor technology platforms according to the access and embargo selections made above.