Thesis Access and Embargo Guidelines
Bowdoin College Digital Honors Submission

The Thesis Access and Embargo Form indicates the level of online access allowed to honors theses posted in Bowdoin Digital Commons (BDC). The form, signed by the student and their advisor(s), must be submitted to the Bowdoin College Library before the final version of the thesis is posted to BDG. The form will be kept on file permanently.

Honors students and their advisors choose the level of access for the digital honors project:

- Allow unrestricted public access;
- Restrict access to the Bowdoin campus, for 1, 3, 5 years or permanently;
- Impose an embargo on all access for a limited period of time.

The faculty advisor(s) will have the final say on access to and embargo of digital honors theses.

To make this decision, it is important that the student and advisor(s) discuss and understand fair use provisions of the United States copyright code. For information about fair use, copyright, and intellectual property, see Scholarly Communication and You http://libguides.bowdoin.edu/scholarlycommunication. Carmen Greenlee, Instructional Media Services Librarian at the Language Media Center, cgreenle@bowdoin.edu is available to help answer questions concerning copyright.

Part I of the Thesis Access and Embargo Form indicates Level of Access:

- “Open Access” grants permission to Bowdoin College to make the thesis available online to the general public for scholarly and research use through Bowdoin Digital Commons (BDC). If the final version of the thesis complies with fair use in accordance with U.S. copyright law OR the copyright holder has granted permission for inclusion of their material, the student and advisor(s) should select “Open Access.”

- “Temporary Restricted Access” grants permission to Bowdoin College to make the thesis available online to the general public for scholarly and research use through Bowdoin Digital Commons (BDC) after a period of 1, 3, or 5 years. The final version of the thesis must comply with fair use in accordance with U.S. copyright law in order to use this option.

- “Restricted Access” grants online access to the thesis through BDC only to the on-campus Bowdoin community. If the thesis includes copyrighted materials that fall outside fair use provisions of U.S. copyright law, the student and advisor(s) must select “Restricted Access.” In this case, users beyond the Bowdoin campus who want to view the thesis will be referred to the faculty advisor or Bowdoin College Archives. The abstract will be visible to and searchable by all users, unless otherwise requested at time of submission. If the abstract must be embargoed, please contact Sue O’Dell, sodell@bowdoin.edu.

Please note: If the thesis includes material not in compliance with fair use, and the student has not gotten permission for inclusion by the copyright holder, a redacted version of the thesis may be made available to the public by choosing the “Open Access” option and submitting the thesis with the copyrighted material removed.
Part II of the *Thesis Access and Embargo Form* indicates whether a period of Embargo is required:

- Students or advisors may assign a period of embargo that prevents all online access to the thesis for a certain period of time; 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. Once a period of embargo is chosen, it cannot be changed. During the period of embargo, users who would like to view the thesis will be referred to the faculty advisor or the Bowdoin College Archives. Abstracts will be visible to and searchable by the public during the embargo period unless otherwise requested at the time of submission. *If the abstract must be embargoed, please contact Sue O’Dell, sodell@bowdoin.edu.*

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