

**STUDENT WORK PERMISSION & CONSENT FORM**  
**Nicholson Library, Anderson University**

Congratulations on completing your honors thesis, senior seminar paper, baccalaureate address, or convocation/chapel address. In addition to the delivery of a print copy of your work to the Library Director (for placement in the Anderson University & Church of God Archives), all students will deposit a digital version of their work into Anderson University's Digital Repository. Please read this document carefully before agreeing to this process.

The library preserves and provides access to your WORK in these ways:

- Each student's print copy is available to the members of the Anderson University community and the general public in the University Archives during its regular business hours.
- The digital full text version of each student's work is available to the members of the current Anderson University community when the work is deposited in the Anderson University Digital Repository, our web based, open access compliant institutional repository for Anderson-produced digital content. It is a permanent archive.
- The digital full text version of the student's work may be made available globally to better serve the AU community.

Your work is discoverable in two ways:

- Every student's work is cataloged (or described) in our catalog. A link to the digital copy is included there, as well.
- Every student's work deposited in Anderson University's Digital Repository is assigned metadata which are searchable using any Internet search engine. Metadata may include title, author, abstract, and subject headings.

**Questions? Contact - Dr. Janet Brewer in the Nicholson Library (765-641-4272 or [jlbrewer@anderson.edu](mailto:jlbrewer@anderson.edu)). Bring the signed form to Janet Brewer in the Nicholson Library along with the print version; to submit your work to the Digital Repository, complete Part II of this form.**

**Thank you for submitting your work. We appreciate your willingness to share your academic scholarship!**

**PART I: Submitting Your Print Version**

Complete Title/Subtitle: \_\_\_\_\_

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Author's Name: (Last name, first name) \_\_\_\_\_

Academic Department(s)/Program \_\_\_\_\_

Type of Work (Honors Thesis, Senior Seminar Paper, Baccalaureate Address, or Convocation Address):

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Semester/Year Work Was Completed: \_\_\_\_\_

Keywords/Descriptors (words or phrases that describe the subject of your work, separated by a semi-colon): \_\_\_\_\_

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Abstract or Summary of Content: \_\_\_\_\_

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By archiving your work onsite or in the Anderson University Digital Repository, your copyright protects against unauthorized use of the content. Although you have certain rights and privileges with your copyright, there are also responsibilities.

**By submitting this form, I affirm the following provisions:**

- I am the author of this work and it represents my own original work.
- As the author, I hold the copyright to this work, regardless of whether or not I have registered my copyright in any way.
- Because I hold the copyright, I have the exclusive rights to reproduce, distribute, perform, display, and prepare derivatives of this work.
- I grant Anderson University the non-exclusive rights to preserve my work as part of Anderson's academic history and to use it for teaching purposes and/or institutional research & assessment.

*The original signed copy of this form will be bound with the print copy of the work.  
A notice that this form exists will be included in the Digital Repository version.*

**Circle number and sign for the access level option desired:**

OPTION 1: [Open access] I have read the above statements and **agree** to make my work available to the Anderson University community and to the global scholarly community in our permanent digital archive, the Anderson University Digital Repository or its successor technology.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisory \_\_\_\_\_ Date \_\_\_\_\_

**OR**

OPTION 2: [Restricted] I have read the above statements and I **do not want** to make my work available to the global scholarly community. The print version of my work will be available in the Archives, but **NOT** for interlibrary loan purposes, and access to the digital version deposited in the Anderson University Digital Repository or its successor technology will be restricted to the current AU community.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE OBTAINED ALL NECESSARY PERMISSIONS AND HAVE INCLUDED THEM IN MY THESIS.**

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

Printed Name: \_\_\_\_\_

**NOTE:** If this portion is not signed, your work can only be made available to the Anderson University community. Option #2, above, will become the default and automatically apply.

## **PART II: Submitting Your Digital Version**

To submit your work for digital archiving, you will need the following information before you start –

- Complete title/subtitle
- A pdf file of your written work named with your username\_YYYY\_deptcode.pdf (For example - jlbrewer\_2011\_ENGL.pdf). The single file should include cover page, text, appendices, and references.
- Digital files of any accompanying components – e.g. PowerPoint presentations, audio files, video files, etc. Name these files in the same way (For example - jlbrewer\_2011\_ENGL.ppt)
- Type of work (Honors Thesis, Senior Seminar Paper, Baccalaureate Address, or Convocation Address)
- Keywords/Descriptors (words or phrases that describe the subject of your work, separated by a semi-colon)
- A digital copy of the abstract or summary of the content

[ [http://library.anderson.edu/AU\\_Student\\_Work\\_Permission\\_Consent.pdf](http://library.anderson.edu/AU_Student_Work_Permission_Consent.pdf) ]

**Thank you for submitting your work.**