

Archiving Student Work: Instructions

If your work is **textual** (e.g. a paper):

- Create a **single PDF file** containing all components of your work, including a title page, the content & any accompanying materials (e.g. bibliography, appendices, etc.) If you need assistance in creating a single PDF, ask at SCIC or Research/IT.
- Name your file using the following pattern: **username_YYYY [grad year].pdf** (For group comps, name the file with the username of the first author)
- Copy the PDF into **Collab/Projects/Student Work for Digital Archiving** folder
- Send an email to ceyler@carleton.edu, with the full filename in the Subject field, and stating that you have uploaded your work to Collab
- Complete the "Archiving Student Work: Individual Submission Form" & send/take it to Carol Eyer, Carleton College Library, Room 461, x4268 ceyler@carleton.edu (For group comps, use the "Archiving Student Work: **Group** Submission Form".)

If your work is in a **format that cannot be converted to PDF** (e.g. video or audio recording, website, etc.):

- Contact Tucker MacNeill in PEPS via email** (tmacneill@carleton.edu), using a subject line of "Comps Archiving Question" and describe your work & the file format/s in which it was created. PEPS staff will work with you to create & submit an appropriate digital format for archiving. See recommended file formats below.
- Complete the "Archiving Student Work: Submission Form" & send/take it, along with your digital version of comps, to Carol Eyer, Carleton College Library, Room 461, x4268 ceyler@carleton.edu (For group comps, each participant must fill out a separate Submission Form.)



- After your completed submission form and digital file have been received and logged by Library staff, your academic major department/s will be notified that you have successfully archived your work.
- No action will be taken until **both** the completed submission form/s and your digital file have been received in the Library.
- Library staff will contact you if there are any questions regarding your submission.

FILE FORMATS FOR DIGITAL ARCHIVING

Text: papers, charts/graphs, posters	PDF
Slide presentation: PowerPoint	Need two versions: one in PDF & one in PPT
Video: creative work, video of comps presentation or performance	MPEG-2
Audio: music performance, creative work	AIFF (Mac users) WAV (PC users)
Website:	Zipped copy of all files required to reproduce the site or provide the URL and a static snapshot will be archived

For more information, see the **Student FAQ for Digital Archiving of Comps & Honors Papers**
https://apps.carleton.edu/campus/library/help/help/digital_comps/