

Policy for Digital Archiving of Comps and Honors Papers

February 25, 2009

[Temporary note on current status of policy implementation: *This policy was approved by vote of the Faculty on January 26, 2009. During Winter and Spring terms 2009 the parties listed below will work closely with academic departments to refine implementation procedures. These will be updated as experience is gained in archiving as close to 100% of the 2008/09 comps and honors papers as possible. We hope to have a web-based online submission process in place for 2009/10 comps, which will make the process more efficient. The library web site will be updated regularly to provide the most recent submission procedures, FAQ and other relevant information. Questions and suggestions should be directed to Carol Eyler, ceyler@carleton.edu, (x4268).]*

Rationale: Carleton seeks to provide opportunities for students to undertake significant scholarly and artistic work. This is most visible in our requirement that all students complete a senior integrative exercise as the culmination of work in their major field of study. This student scholarship and artistic creation forms an important part of Carleton's history. However, unlike many peer institutions, the College has no systematic policy of collecting and preserving student scholarly work across the departments.

A College-wide archive of student work will relieve departments of the need to maintain their own collections and will provide a permanent record of student scholarship at Carleton – a resource that will prove useful in teaching and for future educational research, among other purposes.

What will be archived: The College will establish a digital archive of student scholarly and creative work, in the following types and formats:

- Comps final products in all formats (including accompanying materials)
- Papers/projects awarded departmental or independent study honors
- Works awarded departmental or College-wide prizes
- Recordings (audio, video, multimedia) of presentations, when they constitute the primary product of comps research.
- Other formats deemed important by individual departments – e.g. posters

The following parts of comps will NOT be archived unless the department or program requests that they be:

- a. Exam questions and answers,
- b. Recordings of student comps presentations:
 - i. when they are not the primary product of comps research, or,
 - ii. if they are a primary product of comps research, but the department decides to exempt them from archiving,
- c. Written faculty responses to comps,
- d. Informal writings associated with comps projects
- e. Other comps components identified by academic departments or programs.

Access: In developing access policies for this archive, special care will be taken to address the needs and concerns of individual academic departments and programs, and of the faculty as a whole. Initially, access to the contents of the digital archives will be limited. Digital copies of student work will be available for viewing by members of the Carleton faculty and, for purposes of educational research, staff members of the Institutional Research and Assessment

Office. Mechanisms will be available for faculty to provide current students with access to comps held in the archive.

Responsibilities:

- **Digital Archiving Group** will choose appropriate software for the archive, will make decisions about server space, file recovery plans, and means of preservation, and will be responsible for implementing the archiving policy, monitored by the Library Committee.
- **PEPS and the Library**, working with the Digital Archiving Group, will work with departments and programs to address technical questions concerning file types and will assist in documenting comps produced in non-text formats (e.g. artistic works).
- **Students** will submit a digital copy of their final comps electronically.
- **Library staff** will notify **Academic department/program chairs** when comps have been successfully submitted; in addition, they will add the files to the archive, catalog them, and insure their preservation.
- **Library Committee** will review the policy annually for the next four years (and as often as necessary thereafter) with consultation from the Copyright Committee, the Digital Archiving Group, and the Academic Computing Advisory Committee and other groups as necessary. Policy changes will be presented to the Dean and Department Chairs for approval. If deemed necessary by Department Chairs, policy changes will be referred to the full faculty for discussion and vote. The annual policy review will include an assessment of budgetary impact and faculty and staff time involved in implementation.