OhioLINK Obligation	OhioLINK Submission information	Notes about that	OhioLINK ETD Metadata	Notes about that	ETD-MS Field	Notes about that	ETDCat Process does what	Notes about that	Field in KentLINK	Notes about that
	Gatekeepers verify the accuracy of things before ETDs are submitted. Library provides a copy of the guidelines given them. Instructions are basically what's on the screen. Local ETD website has a little explanation. http://library.kent.edu/etd. There's practically nothing that the gatekeepers will change. They check the document itself and a few procedural things. They might change a misspelling if they see it, but they aren't looking for that. What you see is what the students put in.		Stored in a database. May be viewed in ETD center or via a variety of outputs. We use ETD-MS XML as input to next step. Library receives email as a trigger to go and pull the ETD-MS.		To see ETD-MS for a record go to http://etdcat.ohiolink.edu/oai and enter the ETD id # from the MARC21 035 field.		ETDCat process takes data from the ETD-MS and modifies it to create the provisional record.		Provisional records are modified by a professional cataloger in prescribed ways. Some of this is format changes to bring descriptive and access data into standardized forms. Some of this involves subject analysis and classification to amplify access.	
Required	Kent State University	Drop down menu allows for Kent State University entry	2nd piece of data in **Degree Field**	Very controlled. Directly mapped	<grantor>		Appears to enter Kent State University automatically	Does ETDCat map this or does the program build it? [We Still Don't know.]	260 |b	??
Last Name and First name only are required	Name	Boxes for Last Name, First Name, Middle Name or Initial and Suffix. "Please enter your name in the form used on the title page. Capitalize normally (for example, "McGuire", rather than "MCGUIRE" or "McGUIRE"). See our notes about entering special characters and formatting." [Special formatting notes are extensive and impossible to implement. No wonder no one does it.] ETD Submission guide (which some students get) does emphasize not using all caps or all lower case letters.	**Author Field**	Entered Lastname, First, and is displayed in that way. Data is moderately controlled because of the boxes, but they can put anything they want in a box. There is some guidance regarding content standard, capitalization, special characters and formatting. Unfortunately the guidance appears under the entry fields. All 4 parts display, if entered. "Let me put a minor caveat on that. A small number of ETDs get published with badly-formed XML or mangled character entities, and I manually edit those when I find them. That usually means cleaning up the abstract or occasionally non-ASCII characters in an author name or title. It's doesn't change or reformat	<creator>		ETDCat process receives name as one field. Gets passed along as it is in ETD-MS. No normalization. BLANK TEMPLATE delivers empty field.		100 |a	There is no data entered by them that would be |q Editing requirements depend upon whether or not the author followed the directions. If they input exactly as it is on the title page, they only have to edit if there is some other author by the same name. If they don't follow instructions, field is edited and a NAR must be created (conflict between ETD center record and TP). We don't automatically create a NAR for every author. Period at end provided by automated process.

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OhioLINK Obligation	OhioLINK Submission information	Notes about that	OhioLINK ETD Metadata	Notes about that	ETD-MS Field	Notes about that	ETDCat Process does what	Notes about that	Field in KentLINK	Notes about that
				anything."—TD Determined this does not impact research as we are not specifically measuring exactly what the student entered, but rather what the student and the process contributed together.						
Email and Surface mail address are required	Current Contact information	Email address, phone, mailing address boxes	Does not display in ETD Center	Does not map to KentLINK			Does not map to KentLINK		Does not map to KentLINK	
Not required	Future/Permanent contact information	Email address, Phone. You can allow the email address show up in public record.	Maybe just after Author Field	Email address appears after the Author's name if they chose to include it and authorized its display. Does not map to KentLINK			Does not map to KentLINK		Does not map to KentLINK	
Required	Country of Citizenship	United States is provided, but you can type anything into the box. No authority control	Does not display	Does not map to KentLINK			Does not map to KentLINK		Does not map to KentLINK	
Optional	Year of birth	*"Optional.* Your school's library can use this to distinguish between authors with similar names."		Based on what we know, very few or no students must be entering this data. Mike thinks they are putting it in, but that it is not provided for display / mapping. This whole column gets grayed as a consequence				Is not received	100 |d	Not yet used. Don't know if it is mapped. This information would be very useful to have, especially for common names. Lots of phone calls to departments for Chinese names.
Required	Title	"Enter or paste in the title of your document as it appears on the title page. Please use standard title capitalization or sentence capitalization (for example, "An Analysis of VTOL Aircraft" or "An analysis of VTOL aircraft" rather than "AN ANALYSIS OF VTOL AIRCRAFT"). If you are pasting your title from a word processor, please check our notes on	**Title Field**	Very uncontrolled. They do receive some guidance, which unfortunately appears below entry field. Guidance addresses capitalization, content standard, and formatting of	<title>		BLANK TEMPLATE has $h added	Q: How does ETDCat get the 2nd indicator value correct? A: Program looks for "a" "an" "the". Q: Does the program provide some data normalization here? A: Yes Capitalization in	245 |a 245 |h [electronic resource]	

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		special characters." ETD Submission Guide (which not all students receive) emphasizes that they not use all caps or all lower case letters for title and abstract.		special characters. Examples include leading article, but that's not specifically addressed. There is a link to a very dense page of specific ascii and html formatting advice that makes your eyes roll back in your head. ;-) You can paste from word, but there will be difficulties. "Let me put a minor caveat on that. A small number of ETDs get published with badly-formed XML or mangled character entities, and I manually edit those when I find them. That usually means cleaning up the abstract or occasionally non-ASCII characters in an author name or title. It's doesn't change or reformat anything."--TD			particular. ETDcat un-captializes. If it's in all caps it lower cases everything except the first letter. If it's mixed case, it tries to honor some of that but not always. If its mixed case and a word is all capitalized it preserves that. Q: The 245 |h does not map. ETDcat process adds to all? A: Yes Q: Somehow the provisional record has 245|b in the correct place????? A: ETDcat looks for a colon to enter $b. Software provides Q: Statement of responsibility does not exist in ETD center, and does not map. A: Catalogers manually enter this based on what's on the title page itself.	245 |b 245 |c (statement of responsibility)	This does not map and is provided by the cataloger as a nudge to get them to be certain to view title page. There are often discrepancies between what's on the title page and what they put in the title field. No period provided by automated process.
				For both the title and the abstract fields, the way that special characters are formatted is problematic throughout the process. We need to examine this carefully.						

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				Not trying to fix these systematically in process. Some of the common ones are – he looks for smart quotes and fixes those.						
Required	Abstract	"Enter or paste in your paper's abstract or summary. Leave a blank line for paragraph breaks. <u>Please see our notes on formatting and entering special characters</u>. Please do not duplicate title, author, or advisor information here. We recommend a 500-word maximum length." ETD Submission Guide (which not all students receive) emphasizes that they not use all caps or all lower case letters for title and abstract. ETD Submission Guide (which not all students receive) suggest they "Write your abstract in plain text, avoiding formulas and symbols."	**Abstract Field**	They are specifically instructed not to duplicate title, author or advisor info here. But they do sometimes. There is a link to a very dense page of specific ascii and html formatting advice that makes your eyes roll back in your head. ;-) You can paste from word, but there will be difficulties. "Let me put a minor caveat on that. A small number of ETDs get published with badly-formed XML or mangled character entities, and I manually edit those when I find them. That usually means cleaning up the abstract or occasionally non-ASCII characters in an author name or title. It's doesn't change or reformat anything."--TD	<description>		Consistently ETDcat process delivers the abstract to the provisional record. BLANK TEMPLATE delivered empty field. (no structured data)	ETDCat does some data normalization here – but what? Library tells people to ignore that page and write in plain English not using codes, etc. Mike has written 30+ lines of code that attempt to replace numeric entities with actual words or symbols. Some stuff still slips through.	520 |a	This requires some editing for numeric entities that represent things like gammas, ampersands and diacritics. ETDcat does take care of some of this. Scientific notation. We are not having to be editors- accept what the author writes. Adjust special characters as needed. Period at end provided by automated process.
Optional	Keywords	255 character max. "Enter specific words, phrases, or tags that are central to your paper's focus and that could be used in a search engine to find your paper. Separate phrases with a semi-colon (for example, "VTOL; aircraft design; aerodynamics")."	**Keywords Field**	They are given data structure advice, but interestingly enough, no formatting or data content advice. No help at all with specificity, focus, overlap with		Mike says that the etd ms used to send out the umi subject descriptors. Now it sends out the keywords. We	"Keywords:" This entered in a 500 field.	Originally the process sent out the UMI subject descriptors. Consequently we chose to manually transmit.------>	500 |a	The cataloger manually transcribes the keywords from the ETD Center record to a 500 note. Data is still provided. We accept whatever they put between them—

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		ETD Submission guide (which not all students receive): "If you supply key words or phrases describing the subject of your thesis or dissertation, it will be easier for others to discover your work."		abstract, title, etc.			could modify the process to load.			semi colons or commas. Not real picky about capitalization. Copy paste where we can. It doesn't impact access. In the absences of separaters we would insert them (a semi-colon). Automated process does not provide period.
Optional	Subject Headings	"Select the subject heading or headings that best describe your document. Most browsers will allow you to make multiple selections by holding down the Ctrl or Apple key while clicking the mouse." *Limited* drop down menu provided. These are UMI subject descriptors. Is there any attempt to update as new ones become avail? Are they just a sample of UMI headings? When we checked 2 subjects in the ETD center and in UMI they do not match. Our article states that these are UMI subject descriptors.	**Subject Headings** **Where are these from?**	Tightly controlled by a drop down menu. Little instruction regarding how to assign headings.			Does not map to KentLINK		Does not map to KentLINK	
Optional	Year Manuscript was completed	Box to fill in. Pre-populated with "2010"	Fourth data in the **Degree Field**	Pre-population provides some control. Clearly mapped from submission form to ETD Center.	This does not map to ETD MS		BLANK TEMPLATE literally delivers empty 260|c in the absence of data.	Which date does ETDCat process grab? Date in 260 – Mike will check code. Otherwise we need to ask Thomas because etd-ms appears to export either the date submitted or the date it was approved or subsequently modified???? Not dates as provided by student.	260 |c	Does not map

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Optional	Pages	Empty box to fill in	**Pages Field**	There is only a box to enter numbers. In ETD Center this number has a "p." smushed up against the number—no space.			Does not map to KentLINK	Conscious decision because of combination of Arabic and roman numerals in final cataloging record. (Have to look anyway)	Does not map to KentLINK	Cataloger must seek.
Optional	Language	Box to fill in. Pre-populated with "English"	Does not display				Does not map to KentLINK		Does not map to KentLINK	
Required	Kent State University Degree Received	Drop down menu options include: AUD, EDS, LSM, MA, MARC, MAT, MBA, MBA/MLIS, MBA/MSN, MED, MFA, MLIS, MLIS/MBA, MM, MPA, MPH, MS, MSA, MSN, MTEC, PHD [fomat is exact]	First data in the **Degree Field.**	Tightly controlled Clearly mapped	<degree name>	BLANK TEMPLATE reveals that in the absence of data nothing is delivered.	ETDcat process puts the periods in Ph.D.	Data has no periods in ETD center record. Provisional is :"Ph.D." and for "MS" and "MA" [but no periods] ETDcat process does this.	502 |a	Is there a direct map between what they fill in and what we put in? Probably not because these all have periods in the final product? Human cataloger must add periods for non-Ph.D.
Required	College, School, Department, or Program	Drop down menu options for Kent include: College and Graduate Sch. of Education, Health and Human Services / Sch. of Foundations, Leadership and Administration College and Graduate Sch. of Education, Health and Human Services / Sch. of Health Sciences College and Graduate Sch. of Education, Health and Human Services / Sch. of Lifespan Development and Educational Sciences College and Graduate Sch. of Education, Health and Human Services / Sch. of Teaching, Learning and Curriculum Studies Coll. of Architecture and Environmental Design Coll. of Arts and Sciences / Dept. of Anthropology Coll. of Arts and Sciences / Dept. of Biological Sciences Coll. of Arts and Sciences / Dept. of Chemical Physics Coll. of Arts and Sciences / Dept. of Chemistry Coll. of Arts and Sciences / Dept. of Computer Science Coll. of Arts and Sciences / Dept. of English	Third piece of data in the **Degree field**	Tightly controlled Clearly mapped	<degree discipline>		BLANK TEMPLATE reveals that in the absence of data, process delivers empty field excepting parens. "()"	The data previous to the "()" in the 793 field is delivered by ETDcat process somehow: "KSU dissertations" "KSU masters theses" Now that we have reverse engineered this, we feel it is provided by the process, and not the student. It is however triggered by the data provided by the student. Options on Drop-down menu do not match the entries in our provisional etds for some reason. Mike sends him new lists every now and then when we have changes.	793 |a	The 793 is dropped from the master record in OCLC. It is transmitted to KentLINK. We check it against our list of series to see if it needs to be changed. Date in ETD center after department field is not transmitted to 793. Data does not exist there.

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		Coll. of Arts and Sciences / Dept. of Geography								
		Coll. of Arts and Sciences / Dept. of Geology								
		Coll. of Arts and Sciences / Dept. of History								
		Coll. of Arts and Sciences / Dept. of Justice Studies								
		Coll. of Arts and Sciences / Dept. of Mathematical Science								
		Coll. of Arts and Sciences / Dept. of Modern and Classical Language Studies								
		Coll. of Arts and Sciences / Dept. of Philosophy								
		Coll. of Arts and Sciences / Dept. of Physics								
		Coll. of Arts and Sciences / Dept. of Political Science								
		Coll. of Arts and Sciences / Dept. of Psychology								
		Coll. of Arts and Sciences / Dept. of Sociology								
		Coll. of Arts and Sciences / Sch. of Biomedical Sciences								
		Coll. of Business Administration / Dept. of Accounting								
		Coll. of Business Administration / Dept. of Economics								
		Coll. of Business Administration / Dept. of Finance								
		Coll. of Business Administration / Dept. of Management and Information Systems								
		Coll. of Business Administration / Dept. of Marketing								
		Coll. of Communication and Information / Sch. of Communication Studies								
		Coll. of Communication and Information / Sch. of Journalism and Mass Communication								
		Coll. of Communication and Information / Sch. of Library and Information Science								
		Coll. of Communication and Information / Sch. of Visual Communication Design								
		College of Nursing								
		College of Technology								
		Coll. of the Arts / Sch. of Art								
		Coll. of the Arts / Sch. of Music								

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		Coll. of the Arts / Sch. of Theatre and Dance								
Required	Advisors and Committee Members	Primary Advisor / Committee Chair. Required to enter Last Name and First Name in empty box.

Not required to enter Suffix/Deg in empty box, but can do so.

Role is not required. It is a drop-down menu: Committee Chair, Committee Co-Chair, Committee Member, Advisor, Other

An example is provided.

Similar space is provided for 7 Other Advisor/Committee Members

ETD Submission Guide: "…add the name(s) of your advisor(s). Names of committee members are optional."

The role of the advisor is selected from a drop-down menu by the student. ETDcat process removes it. | **Committee / Advisors Field**

Parsed data displayed:

[Firstname]
[Lastname]
[Suffix/Deg.] ([Role]) | Entered "Lastname, First" but Displayed in ETD Center "Firstname Last"

Content for the name, suffix or degree of individual is not tightly controlled.

Content for the role is tightly controlled. "other" is an option, with no opportunity to clarify.

The role of the advisor is selected from a drop-down menu by the student. ETDcat process removes it. | <contributor> | BLANK TEMPLATE corroborates. | Only the first advisor maps

Prefix: "Advisor:" is constant data.

The role of the advisor is selected from a drop-down menu by the student. ETDcat process doesn't map it. | This was a conscious decision. | 500 \|a | Maps as in provisional record. We seldom edit, but we do check it for spelling, etc.

Period at end provided by automated process. |
| Optional | Year Awarded | Box provided. Pre-populated by "2010" | Does not map to ETD Center. | | This maps to ETD MS

<date> field | | Moves to:
008
502
260\|c

BLANK TEMPLATE literally delivers empty 260\|c in the absence of data. | The date in the 260\|c, the thesis note and the 008 all come from the ETD-MS <date> element.
According to TD, this is mapped to the year the degree was granted in the ETD Submission form. Thomas D. indicates that this date is a 4 character date, but it is coming in as an 8 character date now. Was probably not true when we sampled. It was probably the 4 character date when we sampled. ETDcat process now strips off the last 4 characters (MM-DD). | 008
260 \|c
502 | 260 \|c gets period provided by automated process.

502 gets period provided by automated process. |
| Required | Permissions | Students are required to select the appropriate creative commons license type. | Does not map | | | | Does not map to KentLINK | | Does not map to KentLINK | |

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Optional	Publication Delay	Students may request a publication embargo	Publication Delayed Message Displayed	Instead of link to PDF, message: "Full text release delayed at the author's request until [date]."			Does not map to KentLINK		Does not map to KentLINK	
Required	UMI Publication	Students are required to designate whether or not the paper will be uploaded to UMI, the type of access researchers will be allowed, as well as embargo designation at UMI.	Does not map				Does not map to KentLINK		Does not map to KentLINK	
Optional	Copyright application	Students are allowed to designate who will register copyright	Does not map				Does not map to KentLINK		Does not map to KentLINK	

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