

CAL POLY

Department of Art and Design

SENIOR PROJECT PILOT PROJECT DESCRIPTION & GUIDELINES

The Kennedy Library has invited the Art and Design Department to participate in a pilot project that would enable your Senior Project Report to be included in the “DigitalCommons@ CalPoly”, CalPoly’s institutional repository (<http://digitalcommons.calpoly.edu/>).

Benefits to You:

- Your work can be found by Google and other search engines.
- Your work will be accessible 24/7 to peers, colleagues and potential employers.
- Your work will be included along with the full range of research accomplishments at CalPoly, giving you greater visibility and institutional recognition.
- Your work can be linked to Facebook and other Web sites.

To participate in the pilot project, do the following in addition to the current requirements and procedures for submitting Senior Project:

- 1) Read and sign the “Non-Exclusive License For Use of Materials in the DigitalCommons@CalPoly” form (available at <http://artdesign.libart.calpoly.edu/documents.php>, or <http://cla.calpoly.edu/vrc/home.html>). Questions regarding the license can be directed to Marisa Ramirez, Digital Repository Librarian, at: mramir14@calpoly.edu
- 2) Sign and have your faculty advisor sign the DigitalCommons Repository form (also available at the above sites).
- 3) Submit both forms and a CD with the **final advisor-approved Senior Project in .pdf file format** to Sheryl Frisch, 34-141, sfrisch@calpoly.edu, 756-2078.
- 4) Keep a copy of your Senior Project (.pdf file), the Repository form and the License agreement for your records.

For the pilot project, the reports will be kept in the Department until the Library is ready to upload them so they may not appear in the DigitalCommons immediately. You will be notified when your Senior Project has been uploaded for public use.

Watch for DigitalCommons Senior Project Pilot Project updates on the Visual Resources Collection’s Website, <http://cla.calpoly.edu/vrc/home.html>). If you have any questions about the Senior Project Pilot Project, please contact Sheryl Frisch, Visual Resource Specialist, sfrisch@calpoly.edu, or 756-2078. For questions about the DigitalCommons@CalPoly contact Marisa Ramirez, Digital Repository Librarian, at: mramir14@calpoly.edu, 756-7040.