

**Steps for uploading an on-demand-digitized thesis or dissertation:**

- 1) Receive PDF file from digital initiatives staff.
- 2) Find the Aleph MARC record for the document. File name of PDF should include Aleph control number, so searching should be seamless.
- 3) Log in to the DR admin website. Go to the RTD collection and choose Manage Theses/Dissertations – Upload Thesis/Dissertation tab.
- 4) Enter the following metadata:

Element/Field	Data Source	Example Value(s)
Dissertation/Thesis Title	MARC record 245 \$a  Only capitalize first word and proper nouns. No period at end.	Community size, housing characteristics and housing satisfaction
Author (First, Middle, Last, Suffix, Institution)	<b>First, Middle, Last, Suffix:</b> use MARC record 245 \$c, confirming the information on the title page of the document.  <b>Institution:</b> for documents from years 1858-1959, use Iowa State College; for documents from years 1959 and beyond, use Iowa State University	Linda Margaret Prentice  Iowa State University <i>or</i> Iowa State College
Degree Type	Look at title page of document to determine degree awarded. If the degree was a Master's degree, use Thesis. If the degree was Doctoral, use Dissertation.	Thesis <i>or</i> Dissertation
Date of Award (only include year)	MARC record 260 No period or other info.	1977
Publication Date Format	always use YYYY	YYYY
Degree Name	Look at title page of document. This information should match what was recorded in the 502 field on the MARC record, but I have found errors on several records, so please double check. This information is often abbreviated on the MARC record, but the value	Master of Science  Doctor of Philosophy

	entered into the DR should be fully spelled out.	
First, Second, and Third Advisor	If found in MARC 790 field, you may include the advisor(s)'s name(s), given in direct order. Otherwise, leave blank.	Margaret Sloss
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Subject Categories	Assign one or more from the given ontology	Family, Life Course, and Society
Abstract	Often found in the MARC 520 field	
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Language	Use the appropriate code.	en
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File Size	Enter the number of pages in the PDF you are about to upload, followed by the word "pages" fully spelled out (no abbreviations.)	99 pages
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- 6) Click "Submit". Once the submission has uploaded and you have double-checked all metadata, click the "Publish and Update" button.
- 7) Once you have received a confirmation email from Digital Commons, you will have the link for the newly created RTD. You will need to add this link to two versions of the MARC record: the Aleph MARC record (local) and the OCLC MARC record (global).

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- 8) Notify whoever requested the upload of the URL so they may notify the patron requesting the document.