1. On the “Ready for Catalogers” drive, navigate into the “thesis project” folder. Select the folder with your name and **open the “shipxxx\_yyyy-mm.xls” file** (where the x’s, y’s, and m’s have been replaced with your batch’s specific ID.

This file should contain the minimal records for about 50 retrospective theses and/or dissertations, aka RTDs. Each record in the spreadsheet should have a URL for the PDF of the thesis the record describes.

1. **Open the first PDF** using the link given in the “fulltext\_url” field. You may need to double click, or click into the field text then press enter in order to get the text to work as a hyperlink.
2. Double check that the **title**, **author**, and **year** all match the information on the title page of the thesis. If there are any special characters which are not accurately accounted for in the spreadsheet metadata, please correct them. Per the local Digital Repository policies, please accept the fullest form of the author name given.
3. Using the information on the title page about department, major, degree type, and date, use the “Copy of ThesisProject\_Departments-check.xlsx” resource to **assign a standardized department** **name** from the controlled list of terms. If the year/department/major/etc. is not listed in the spreadsheet, come find me and we will troubleshoot and update the controlled list. This determines where the work will live in the [Digital Repository structure](http://lib.dr.iastate.edu/communities.html), so this value is very important!

If the standardized department name you are assigning is “Theses & dissertations (Interdisciplinary)”, please enter the name of the **major** in the column labeled “major”.

For questions about double majors, please ask me.

1. If the department name or major aren’t listed in the **keywords** field, please add them. Examine the rest of the **keywords** field. Remove any duplicates. If you would like to reformat any of the terms (i.e., put them in direct order, remove strange punctuation to make separate headings out of strings, etc.) you may do so at your discretion. Make any additions as you deem necessary. Prefer using terms from LCSH, but because it is a keyword field, it is not required that the values conform to a controlled vocabulary.
2. Use the “Disciplines\_ Introduction to Digital Commons Three-Tiered Taxono.pdf” document in your folder to **assign one or more disciplines** to the work. These disciplines are specific to the Digital Repository software we are using. This value determines where the work will   
   live in the [Digital Commons Network](http://network.bepress.com/), so this is very important!
3. Repeat for each record in the batch (one per line of the spreadsheet you’ve been given). Save your work frequently. Notify me when you have completed your work and I will upload it to the server. Thanks!