

Proposition: 16-08/09 Amended: 3/10/09

Sponsor: Ellen Bosman (Library); Chris Brown and Patti Wojahn (Arts & Sciences)

Proposed Committee Assignment: Scholastic Affairs

Assigned Committee: Faculty Affairs

Title: Theses & Dissertations Embargos

Proposal: To establish a policy and procedure permitting the embargo of dissertations or theses under certain conditions and amending the Graduate School Catalog and the Thesis and Dissertation Guidelines Manual.

Rationale: In the past four years, the Library has received three requests to block the availability of a theses or dissertation after the item has been approved by the Graduate School and faculty advisors. Since the University lacks a policy and procedure for dealing with such requests, the Library has handled these requests on an ad hoc basis. This proposition seeks to correct this situation by establishing a University embargo policy and procedure that places the embargo decision upon the Graduate School and faculty advisors.

The proposal has been reviewed by, and received approval from:

- Reviewed and Approved by Graduate Council 12/04/08
- Approved by IRB 12/08/08
- Reviewed by Associate Dean's Academic Council 11/24/08 and Approved 1/26/09
- Approved by Academic Dean's Council 2/10/09

Proposed Policy

Embargo of dissertations or master's theses

New Mexico State University permits the embargo of dissertations or master's theses under certain conditions as described in this policy.

Definition: An embargo of a thesis is defined as a delay in the release of the dissertation or master's thesis for a specified amount of time.

Unless a request for embargo is approved, dissertations or master's theses will be routinely processed by the Library. New Mexico State University permits the embargo of dissertations or master's theses under the following conditions:

- To protect information of commercial value.
- To protect a patent application
- To protect intellectual property rights associated with publication of content.
- To honor a pre-existing contractual agreement.
- To protect individual rights to privacy because of the thesis subject or when cultural respect is being infringed.

Procedure: To apply, the requestor must submit a **Master's Thesis and Dissertation Embargo Request Form** to the Graduate School Office with the Thesis-Dissertation Intake Form. The signed and completed Embargo Request Form must accompany the theses or dissertation upon submission to the Library.

Conditions:

- The bibliographic information (author, title, abstract, metadata, etc.) of the copy held by the New Mexico State University Library will be publicly accessible in the library catalog.
- The embargoed dissertation or master's thesis will automatically be made available upon the embargo expiration date.
- An approved embargo period shall be twenty-four months and is renewable only under extraordinary circumstances with the written permission of the Executive Vice President and Provost.
- At the end of the embargo period, the Library will destroy the **Master's Thesis and Dissertation Embargo Request Form**.

The completed Master's Thesis and Dissertation Embargo Request Form must be signed by

- Student
- Dissertation Advisor(s)
- Department Head
- Dean of College or Designee
- Dean of Graduate School

New Mexico State University
Master's Thesis and Dissertation Embargo Request Form

(Attach copy of IRB form, if applicable)

Student:

Last Name	First	Initial
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Date of Graduation:

Department: _____

Degree: _____ Master's _____ Doctorate

Document Type: _____ Master's Thesis _____ Dissertation

An approved embargo period shall be twenty-four months. See **Embargo of dissertations or master's theses policy** for embargo reasons/conditions.

Justification: _____

Student

Date

	Signature		
Dissertation or Master Thesis Advisor		Date	
	Signature		
Department Head		Date	
	Signature		
Dean of College or Designee		Date	
	Signature		
Dean of Graduate School		Date	
	Signature		

Date Embargo will be lifted.

Day	Month	Year
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Please submit completed form to the Graduate School office with the Thesis-Dissertation Intake Form. The signed and completed Embargo Request Form must accompany the theses or dissertation upon submission to the Library.