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Adding Syllabi to our Institutional Repository: EXHIBIT

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XAVIER
UNIVERSITY

Adding Syllabi to our Institutional Repository: EXHIBIT

www.exhibit.xavier.edu

Anne Davies

Michelle Early

Alison Morgan



History

- Agreement that syllabi would be available in the library
- Initially in binders
- From 1999 onwards, syllabi were scanned and put on Docutek E-Reserves system
- Syllabi were organized by college, semester, and department and were not password protected



History

- You could locate syllabi by searching for the professor's name of syllabus and then searching for the appropriate college, semester and department
- Proposal to make the syllabi in Exhibit free access
- Pushback from faculty as google searching would make syllabi too freely available to anyone



History

- No firm guidelines at Xavier as to who owns intellectual property of syllabi
- Many requests from alumni, current students, new faculty and sometimes faculty from other schools
- Decision to restrict access to current faculty, staff and students
- Created a statement and a link to a form where outside patrons can request access to syllabi. Deans of the various colleges will then make the decision about granting access



Statement

ART SYLLABI

**ACCESS TO SYLLABI IS RESTRICTED TO CURRENT
XAVIER FACULTY, STAFF AND STUDENTS.**

*Alumni and visitors may request access to view the full text by filling out the following form: [Syllabus Request Form](#)



Web Form

Exhibit Request a Syllabus Form

Your Name *

Your Email *

Syllabus Year *

Syllabus Semester *

Course Title

Course Number

Department *

Professor's Name

Intended use of syllabus *



Structure

- Challenging to create hierarchical structure for browsing that included everything we wanted and had the appropriate departments
- Included syllabi under Faculty Scholarship, as opposed to its own community
- Continue to add to and modify the structures somewhat as departments change and we realize we need new series



Structure

- [Faculty Publications, Creative Works, and Syllabi](#)
- [Student Publications and Creative Works](#)
- [Xavier Centers and Special Programs](#)
- [Xavier Journals, Publications, Conferences, and Proceedings](#)
- [Xavier Archives and Library Special Collections](#)



Structure

Browse the *Faculty Publications, Creative Works, and Syllabi* Collections:

[College of Arts and Sciences](#)

[College of Professional Sciences](#)

[Williams College of Business](#)

Browse the *College of Arts and Sciences* Collections:

Art

- [Art Syllabi](#)
- [Faculty Scholarship](#)

Biology

- [Biology Syllabi](#)
- [Faculty Scholarship](#)

Chemistry

- [Chemistry Syllabi](#)
- [Faculty Scholarship](#)







Structure

Browse the *Biology Syllabi* Collections:

[Biology Syllabi 2014](#)

- [Biology Syllabi Fall 2014](#)
- [Biology Syllabi Spring 2014](#)

Syllabi from 2014

-  [PDF](#) [102-01 Human Biology](#), Pamela Roy
-  [PDF](#) [112-01 Life: Growing and Evolving](#), Patricia Cobb
-  [PDF](#) [118-01 Life: World of Plants](#), Pamela Roy
-  [PDF](#) [119-01 Life: Current Topics On Line](#), Charles Grossman



Setting Up Restricted Access

- Set syllabi to use LDAP authentication- Users log-in via LDAP (which would automatically apply the necessary parameters for domain access) and access content
- Any user with an email address that ends in @xavier.edu would have access as that is what the domain parameter relies on



Setting Up Restricted Access

Existing **Subscriber?** Log in at the bottom of this page.

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Email address or Xavier username:

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[Forget your password?](#)

New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.



Batch Uploading

- Batch uploading syllabi from our downloaded e-reserves files
- Created a public network drive to give us URLs for each document that BePress could access
- Renamed each document to take out spaces and for consistency



Batch Uploading

	A	B	C	D	E	F	G	H	I	J
1	William	Anyonge	anyonge@xavier.edu	354-01 Human & Comparatie Anatomy	354-01	http://site.xavier.edu/bepress/Anyonge_354-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
2	William	Anyonge	anyonge@xavier.edu	355-01 Human & Comparative Anatomy Lab	355-01	http://site.xavier.edu/bepress/Anyonge_355-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
3	Heather	Balyeat	Balyeat@xavier.edu	143-07 Anatomy and Physiology Lab	143-07	http://site.xavier.edu/bepress/Balyeat_143-07.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
4	Brent	Blair	blairb@xavier.edu	120-01 Life: Ecology and People	120-01	http://site.xavier.edu/bepress/Blair_120-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
5	Brent	Blair	blairb@xavier.edu	120-02 Life: Ecology and People	120-02	http://site.xavier.edu/bepress/Blair_120-02.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
6	Lisa	Close-Jacob	closejcb@xavier.edu	142-04 Human Anatomy and Physiology II	142-04	http://site.xavier.edu/bepress/Close-Jacob_142-04.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
7	Lisa	Close-Jacob	closejcb@xavier.edu	414-01 Adaptive Animal Physiology	414-01	http://site.xavier.edu/bepress/Close-Jacob_414-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
8	Richard	Converse	Converser@xavier.edu	143-13 Anatomy and Physiology Lab	143-13	http://site.xavier.edu/bepress/Converse_143-13.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
9	Richard	Converse	Converser@xavier.edu	163-08 General Biology II Lab	163-08	http://site.xavier.edu/bepress/Converse_163-08.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
10	Dottie	Engle	engle@xavier.edu	230-01-02 Genetics	230-01-02	http://site.xavier.edu/bepress/Engle_230-01-02.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
11	Dottie	Engle	engle@xavier.edu	231-01 Genetics Lab	231-02	http://site.xavier.edu/bepress/Engle_231-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
12	George	Farnsworth	Farnsworth@xavier.edu	122-01 123-01 Tropical Biodiversity in Costa Rica	122-01 123-01	http://site.xavier.edu/bepress/Farnsworth_122_123.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
13	George	Farnsworth	Farnsworth@xavier.edu	162-01 General Biology II	162-01	http://site.xavier.edu/bepress/Farnsworth_162-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
14	George	Farnsworth	Farnsworth@xavier.edu	163-03 General Biology II Lab	163-03	http://site.xavier.edu/bepress/Farnsworth_163-03.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
15	George	Farnsworth	Farnsworth@xavier.edu	255-01 Tropical Ecology in Costa Rica	255-01	http://site.xavier.edu/bepress/Farnsworth_255-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
16	George	Farnsworth	Farnsworth@xavier.edu	398-01 Seminar: Environmental Studies	398-01	http://site.xavier.edu/bepress/Farnsworth_398-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
17	Robert	Faul	faulr@xavier.edu	472-01 Human Anatomy II	472-01	http://site.xavier.edu/bepress/Faul_472-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
18	Mike	Gehner	gehner@xavier.edu	106-01 Biology of Aging	106-01	http://site.xavier.edu/bepress/Gehner_106-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
19	Mike	Gehner	gehner@xavier.edu	142-05/06 Anatomy and Physiology II	142-05-06	http://site.xavier.edu/bepress/Gehner_142-05-06.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
20	Charles	Grossman	grossman@xavier.edu	119-01 Life: Current Topics	119-01	http://site.xavier.edu/bepress/Grossman_119-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
21	Charles	Grossman	grossman@xavier.edu	142-01 Anatomy and Physiology II	142-01	http://site.xavier.edu/bepress/Grossman_142-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
22	Charles	Grossman	grossman@xavier.edu	162-03 General Biology II	162-03	http://site.xavier.edu/bepress/Grossman_162-03.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
23	Nancy	Matre	matre@xavier.edu	127-03/04/09 Life Investigation Lab II	127-03-04-09	http://site.xavier.edu/bepress/Matre_127-03-04-09.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
24	Nancy	Matre	matre@xavier.edu	143-03/05/09/11/12 Anatomy and Physiology Lab	143-03-05-09-11-12	http://site.xavier.edu/bepress/Matre_143-03-05-09-11-12.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
25	Herman	Mays	mays1@xavier.edu	240-01 Evolution	240-01	http://site.xavier.edu/bepress/Mays_240-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
26	Mollie	McIntosh	McIntoshm2@xavier.edu	260-01 261-01 Introduction to Environmental Space & Lab	260-01 261-01	http://site.xavier.edu/bepress/McIntosh_260_261.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
27	Randal	Morris	morrisr1@xavier.edu	420-01 421-01 Histology & Histology Lab	420-01 421-01	http://site.xavier.edu/bepress/Morris_420_421.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
28	Randal	Morris	morrisr1@xavier.edu	450-01 General Microbiology Lecture	450-01	http://site.xavier.edu/bepress/Morris_450-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
29	Randal	Morris	morrisr1@xavier.edu	451-01 General Microbiology Lab	451-01	http://site.xavier.edu/bepress/Morris_451-01.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
30	Matthew	Neatrou	neatroum@xavier.edu	143-06 Anatomy and Physiology Lab	143-06	http://site.xavier.edu/bepress/Neatrou_143-06.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
31	Matthew	Neatrou	neatroum@xavier.edu	163-09 General Biology II Lab	163-09	http://site.xavier.edu/bepress/Neatrou_163-09.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
32	Matthew	Neatrou	neatroum@xavier.edu	231-03/05 Genetics Lab	231-03-05	http://site.xavier.edu/bepress/Neatrou_231-03-05.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
33	Nicholaos	Nikolaidis	nikolaidisn@xavier.edu	127-06 Life Investigation Lab II	127-06	http://site.xavier.edu/bepress/Nikolaidis_127-06.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
34	Neema	Nourian	Nourian@xavier.edu	163-01/06 General Biology II Lab	163-01-06	http://site.xavier.edu/bepress/Nourian_163-01-06.pdf	FALSE	restricted_syllabus	Spring	2014-01-01
35	Neema	Nourian	Nourian@xavier.edu	231-02/04 Genetics Lab	231-02-04	http://site.xavier.edu/bepress/Nourian_231-02-04.pdf	FALSE	restricted_syllabus	Spring	2014-01-01