



Mount St. Mary's College  
Graduate Division  
Thesis/Project/Portfolio  
Library Cataloging and Shelving Authorization and Cover Sheet

DOCUMENT TITLE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GRADUATE DIVISION DEGREE TITLE: \_\_\_\_\_

CONCENTRATION AREA: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

DATE (month and year of completion): \_\_\_\_\_

AUTHORIZING SIGNATURE (S) (This form must be signed and dated by at least one of the following: Thesis/Project/Portfolio Advisor, Program Director, Department Chair or Graduate Dean)

Signature:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **Graduate Division Policy and Procedures: Placement of Theses/Projects in the MSMC Library**

It is the expectation that capstone theses, projects, portfolios or other program culminating products generated by students in Mount St. Mary's College Graduate Division degree programs will be catalogued and placed in the McCarthy Library on the Doheny Campus.

The guidelines listed below will be followed in the placement of capstone documents in the MSMC Library:

1. All documents will be printed on 8.5 x 11 paper and will be bound using inexpensive commercially available processes.
2. If the document has attachments that do not fit in the 8.5 x 11 inch bound document (e.g. cd's videotapes, photos, artifacts and etc.), the MSMC Librarian should be consulted prior to submission for advice regarding how to attach such objects. Students will have responsibility for preparing color photographs of artifact attachments, and incorporating the photos in the 8.5 x 11 inch format of the primary document.
3. All documents will catalogued and shelved in the library will have a standard Graduate Division cover page form (see following page) that will include at least the following items:
  - Document title
  - Graduate degree program title
  - Concentration
  - Student's name
  - Date (Month and Year) of completion
  - Signature(s) of the thesis/project/portfolio advisor, program director, department chair or graduate dean indicating final approval of the document.
4. All documents will be submitted by the student or by an authorized departmental staff person to the MSMC Librarian no more than 30 days after the end of the semester in which the document was completed and approved.
5. All documents will be shelved according to the graduate degree program and the date submitted. Cataloging variables will include the title, author, as well as pertinent descriptors evident from the title of the document.
6. If a student and or faculty advisor deem that a document includes sensitive information or data, a request may be made to have the document placed in a special secure reserve shelf, which is not accessible except by permission from the appropriate program advisor or the Graduate Dean.