



Swansea University
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<http://www.swansea.ac.uk/library/researchsupport/ris-support/>

Theses

What do we hold?

The Library holds Swansea University theses at postgraduate level (PhD., MPhil., MSc., MA.). We keep all doctoral level theses but not necessarily all masters theses. We do not usually keep third year projects, dissertations etc., although the South Wales Miners' Library holds some diploma work.

Locating Theses

A binder is available on the central shelves with a list of fairly recent theses which can be used to help students who just want any thesis by their college to check on the format. It also contains guides to help students to search for theses using iFind Discover and tools like Index to Theses.

<http://www.swansea.ac.uk/iss/libraries/theses/> also has the list.

All theses received by the library are given catalogue records.

In iFind do a keyword search with the word **theses** after it to find theses on a topic e.g.



The screenshot shows a search interface with a blue header. On the left, there are tabs: 'Books & more' (selected), 'Articles & more', 'Cronfa', and 'Everything'. Below the tabs, the search text 'physics theses' is entered. To the right of the search text, there is a dropdown menu showing 'anywhere in the record' with a small 'x' icon to its left. Further right is a dark blue button with the word 'Search' in white text.

(A better solution is hopefully on the way).

If the student is keen to see very recent theses you can change the sort option in iFind to bring these to the top.



The screenshot shows a dropdown menu for sorting options. The text 'Sorted by: Relevance' is at the top with a small downward arrow. Below it, a list of options is shown: 'Relevance', 'Date-newest' (which is highlighted with a yellow background), 'Popularity', 'Author', and 'Title'.

Issuing Theses

- The theses collection is for library use only.
- To consult a thesis, students ideally need to give the author and title of the thesis to staff – they do sometimes need help finding this as above. We allow them to ask for more than one as that can save a journey!
- Collect the thesis from the theses store. The theses are shelved in alphabetical order by author.
- The person using the thesis needs to sign the declaration in the front of the thesis agreeing to acknowledge the work of the author if they refer to it. This only needs to be done once - if the person uses the thesis a second time there is no need for them to sign again.
- Issue the thesis to the user using the circulation module. Remind the user that the thesis must not be taken out of the library as the fact that we issue it to them like a book can cause them to think they can take it away. We usually allow students to

use theses even if they are over the fines limit since they can't actually take the thesis away – this would involve overriding the block in Alma.

External users

External users are allowed to use our theses.

- They need to complete the form kept on the Thesis clipboard behind the infodesk. They should produce some form of ID then the thesis can be issued using the green user card stuck to the thesis clipboard. They do also need to complete the declaration in the front of the thesis like our own users.
- Theses are extremely difficult to replace as only a few copies are made so this is the reason why we treat them carefully. They are also part of the university's history.

Special Theses

DSC and D. LITT theses are kept in the Theses store, but not within the main run. This is because they are not a single thesis but a collection of books and papers which earned the writer a doctorate so they take up a lot of room. If the thesis is mainly journal papers they may be bound as a large black volume, if it is books they could be in a cardboard box. They are located at the end of the theses store – the shelf is entitled 'Doctoral Theses'. They are not requested often fortunately!

Barred Theses

A few theses are barred from public access for several years - this is usually because the work has commercial potential and the student has obtained permission from the University not to make it public straight away. This tends to happen with scientific theses rather than arts ones. If this happens there will be a note on the catalogue giving the date when the information will be released. You will need to look at the **details** part of the catalogue record to see this. The thesis itself will be sealed up in brown paper with the release date written on the side. No-one will be allowed to read the thesis before that date.

Theses from other Universities

Postgraduate students, especially those who have done a search on a database such as **Dissertations and Theses** or **Index to Theses**, may wish to read theses from other universities. It is often possible to obtain them on Inter-Library loan but it is more expensive than obtaining a normal article and some older or foreign theses may be hard to obtain. For UK theses it is worth trying ETHOS where some are freely available <http://ethos.bl.uk/>. An ISS guide is available.

The student should ask the Document Supply Office for advice

Photocopying Theses

Students may photocopy one chapter, or up to 5%, of a thesis (whichever is the smaller amount), for their own personal use. We can arrange to have a copy made of an entire thesis, this will cost them a minimum of £25 (accurate quotes provided depending on number of pages). Refer such requests to Document Supply. For more information go to:

<http://www.swan.ac.uk/iss/libraries/theses/>

