

1 INTRODUCTION

The LDEM final year projects (FYP), also known as “capstone projects”, are part of the LDEM 242 (Advanced Design) six-credit course. Effective March 2016, the project of depositing and preserving the LDEM capstone projects in the AUB Libraries’ Archives, and adding them to the AUB library catalog (in a procedure similar to the Architecture FYP projects, and to the Graduate theses) was initiated, in an effort to preserve students’ work, and provide access to them for future generations of students and scholars.

2 PURPOSE

The overall purpose is to: a) preserve the students’ important contributions to research and knowledge producing efforts at the University; b) provide access to the projects; and c) clarify and unify the procedures to deposit these projects at the AUB Libraries. The below guidelines help ensure that all students’ capstone projects are preserved and added to the library system in a timely, accurate and consistent manner, thus allowing the AUB community to have access to and benefit from the students’ unique work and contributions to their field of study.

3 PROCEDURE

3.1 Deposit

Jafet’s ASC Department is responsible for receiving, cataloguing, preserving and providing access to the capstone projects.

In order to ensure the long-term preservation of and access to the LDEM projects, it is advised that each graduating student deposits on AUB ScholarWorks a PDF file of the capstone project, which should include, for consistency’s sake the following items:

- A Submittal form (see appendix 2: the form should be signed and scanned)
- A Project release form (see appendix 1, this should also be signed and scanned)
- A Title page of the project
- Acknowledgements (where appropriate)
- An abstract
- A table of contents
- A table of figures
- Chapter titles and content
- Appendices
- Bibliography

Please note that it is the student's responsibility to ensure that the PDF content are readable

3.2 Copyright and access authorization:

1- The Release Form and Student's responsibility:

This form must be signed and dated when the capstone project copy is deposited. Please scan and include this page in the PDF file, filling in the box of **one** of the two options below, as appropriate. **Once done, sign and date.**

- I authorize the American University of Beirut to: (a) reproduce hard or electronic copies of my Capstone Project; (b) include such copies in the archives and digital repositories of the University; and (c) make freely available such copies to third parties for research or educational purposes.

OR

- I authorize the American University of Beirut to: (a) reproduce hard or electronic copies of it; (b) include such copies in the archives and digital repositories of the University; and (c) make freely available such copies to third parties for research or educational purposes after:

One ---- year from the date of submission of my Capstone project.

Two ---- years from the date of submission of my Capstone project.

Three ---- years from the date of submission of my Capstone project.

2-Faculty's role:

It is advisable for the faculty member overseeing the LDEM projects for that semester to ensure the following:

- 1- Send a list with the graduating students' names and the titles of their respective projects to asc@aub.edu.lb at the Archives and special Collections Department no later than three weeks prior to the end of the semester;
- 2- Ensure that the student has filled in the correct release and access option, and correctly signed the form. (If there are any problems with the content or the forms, the LDEM Department must contact the students and follow up on the pending issues.)

4 CATALOGING AND ACCESS

The Archives staff catalogs the projects and puts a bibliographic record (and a link for projects to which online access has been approved) into the Library catalog. Cataloged projects will be discoverable through a bibliographic record in the library catalog; those authorized will be accessible through a digital link.

5 APPENDICES

Appendix 1: Project release form

Appendix 2: Submittal form

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Appendix 2: Submittal form

AMERICAN UNIVERSITY OF BEIRUT
UNDERGRADUATE CAPSTONE PROJECT
IN
LANDSCAPE ARCHITECTURE
SUBMITTAL FORM

PROJECT FULL TITLE

by
STUDENT FULL NAME

LDEM 242- ADVANCED DESIGN
SPRING 2017-2018
CAPSTONE PROJECT COORDINATOR:

PRIMARY ADVISOR:

SECONDARY ADVISORS:

Approved by Project Coordinator:

[Signature]

[Dr. Full Name, rank]
[Department]
(as listed in AUB Catalogue of current year)

Date of project presentation: [Month Day, Year]