The Division III Archive: Submission Instructions

Preserve your Div III and make it accessible to future Div III students by submitting a copy to the Library's Division III Archive!

The Division III Archive, maintained by the Harold F. Johnson Library at Hampshire College, preserves and provides access to Division III works in perpetuity. Works are submitted by their creators. The Division III Archive online contains works from 2006 to the present. Print copies of text-based Division III projects submitted to the Library by students from 1971-2014 are available on the second floor of the Library, or in the Div III Showcase on the Library's main floor. All works are cataloged and can be located in the Library catalog.

The work you submit should be the one approved by your Div III Committee.

Electronic Submission:

Works submitted electronically are made accessible through the **Hampshire Digital Archives** (https://dspace.hampshire.edu/), which acquires, preserves, and presents the scholarly and creative work of the Hampshire community, as well as digitized and born-digital materials from the Hampshire College Archives and Special Collections.

Step-by-Step Instructions:

1. Prepare your files.

- Save your files in a supported format. Open file formats are best-suited to long-term preservation and access.

MIME Type	Description	File Extension
Text	PDF (Portable Document Format)	.pdf, .pdf/a
Image	TIFF (Tagged Image File Format)	.tiff, .tif
	JPEG (Joint Photographic Experts Group)	.jpeg, .jpg
Audio	WAV (Waveform Audio Format)	.wav
	AIFF (Audio Interchange File Format)	.aiff, .aif, .aifc
	MP3 (MPEG Audio Layer III)	.mp3
Video	MPEG (Moving Pictures Expert Group)	.mpeg, .mpg
	AVI (Audio Video Interleaved)	.avi
	MOV (QuickTime)	.mov

- Name your files for clarity. Files should start with your last name, and a word to indicate the part of the project. For example: smithchapter1, smithchapter2, etc.

2. Prepare an abstract of your work.

When you submit your files, you will be required to include an abstract. An abstract is a mini-introduction to your work. Generally one to two paragraphs in length, it

explains the purpose, method, and scope of your work to your reader. See the **Div III at Hampshire blog** (https://sites.hampshire.edu/div3athamp/) for pointers to resources on writing abstracts. You can also visit the Writing Center for help.

3. Determine the appropriate level of access for your Div III.

- **Open Access:** Grants permission to Hampshire College to provide unrestricted online access to your work. Anyone with a connection to the internet will have access. You will also be able to link to your work using the handle (permanent URL) generated for it.

- **Community-only Access:** Grants permission to Hampshire College to provide access to your work exclusively to users with valid Hampshire login credentials. This may include current students, faculty, staff, and alumni. The descriptive record for your work (including title, author, abstract, subject, etc.) will appear in the online Division III Archive and in the library catalog, but users without a valid Hampshire login will be unable to access the file(s). This access level may be the most appropriate for Div IIIs with sensitive data or content.

4. Submit your files.

At present, only individual files of 2 GB or less may be submitted directly to the Hampshire Digital Archives.

If your files are 2 GB or less (each):
- Go to the **Hampshire Digital Archives** (https://dspace.hampshire.edu/).
- In the left-hand sidebar, click on **My DSpace**.
- Log in with your Hampshire username and password.
- Choose **Start a New Submission**, and follow the submission process.

If you have files that are larger than 2 GB:
- Complete a **Division III Archive Submission Form** (http://hamp.it/div3submission). *Please note that this is required.*
- Deliver your file(s) to the library by:
  - Emailing them to archives@hampshire.edu (as a zip file) OR
  - Dropping off at the InfoBar a DVD or flash drive containing the files OR
  - Mailing a DVD or flash drive with the files to:
    Hampshire College Archives and Special Collections
    Harold F. Johnson Library, Hampshire College
    893 West Street
    Amherst, MA 01002-3359

Your submission will go for review to the Hampshire Digital Archives administrator, who will check your submission and email you with any problems.

Analog (Non-Digital) Submission:

Students may prefer to submit a physical copy of their Div III to the library. Examples might include print copies of papers; portfolios; films; or analog audio or video.

- Complete a Division III Archive Submission Form (http://hamp.it/div3submission). *Please note that this is required.*
- Deliver your work to the library by:
  - Dropping it off at the InfoBar OR
  - Mailing it to:
    Hampshire College Archives and Special Collections
    Harold F. Johnson Library, Hampshire College
    893 West Street
    Amherst, MA 01002-3359

A Word about Copyright

In submitting your work to the Division III Archive, you retain copyright, but will grant Hampshire College a non-exclusive distribution license allowing us to host, preserve, and distribute your work. You must also certify the following:

- That your Div III, and any accompanying material, is an original work, and does not infringe upon any third party's copyright, such as illustrations or images, OR:
- That your Div III, and/or any accompanying material, does contain third party content for which you do not hold copyright, and:
- This content has been clearly identified and acknowledged;

AND the content has been used within the bounds of the Fair Use exemption of U.S. Copyright law (17 USC 107);

OR you have documented that you have obtained the unrestricted permission of the copyright owner to grant Hampshire the rights required by the Deposit License in the Div III submission process.

Frequently Asked Questions

My Div III was an exhibition/performance/installation, not a paper. What can I submit to the Division III Archive?

Submit documentation that allows your work to be understood and contextualized by future researchers. An abstract of your Div III is an essential starting point. Depending on the nature of your work, documentation might include photographs, audio, or video of the event; postcards or posters advertising the event; and/or drawings or other specifications that illustrate or describe components (for example, of an installation). Media Services at Hampshire (media@hampshire.edu) can help you record events. Still unsure of what to submit? Contact the Archivist (archives@hampshire.edu) to discuss possibilities.

Do I retain copyright of my work if I submit it to the Division III Archive?
Absolutely! In submitting your work to the Division III Archive, you are simply granting Hampshire College a non-exclusive distribution license to host your work, make it accessible, and copy it for the purposes of preservation.

Is it possible to change access levels once I've submitted my Div III?
Certainly. You may decide to change from community-only access to open access, or vice-versa. Just email archives@hampshire.edu to submit a request.

I'm an alum. Can I still submit my thesis to the Division III Archive?
Yes! Please contact the Archivist at archives@hampshire.edu.

Any advice for selecting keywords to describe my Div III?
Keywords should describe your work as a whole; avoid focusing on minute concepts. As a rule of thumb, any keyword you choose should describe at least 20% of your work. What words or phrases would you use if you were searching for this work online? Use keywords that will be recognized by other researchers in your discipline(s).

Examples: fiction, poetry, contemporary poetry, animation, film, revolution, postcolonial, textiles, lobster behavior, computational modeling

Have questions that aren't answered here? Please get in touch! Contact the Archivist at archives@hampshire.edu or (413) 559-6892.