Music ETDR Supplemental Files Walkthrough and Standards

1. **Graduate Student** - Enters K-REx Submission Process (Click link, Login & then click link again) and selects the collection labeled "Music, Theatre, and Dance ETDR Supplementary Files"

   - **Important**! – Make sure you are submitting **ONLY** to the "Music, Theatre, and Dance ETDR Files." You should submit to "K-State Electronic Theses, Dissertations, and Reports: 2004 – " only when submitting your final ETDR document & additional copies of your supplemental files.

2. **Graduate Student** – Gathers together and organizes all the supplementary files they would like to supply links to in their ETDR.

   - Any videos or audio included should have an accompanying written description of what is covered in the video. **For instance, a video of a lecture should be accompanied by a written lesson plan, outline, summary, or transcript.**

   - Develop and implement a file naming convention for your files. Example style: **Short_Description-Lastname-Year.FileExtension**

   - Use or convert to common file formats. **Mp4-Video, Mp3-Audio, PDF-Written Documents**

   - Ensure you have the proper rights and/or permissions to make any and all desired content openly available on K-REx and the web. For example, be sure to secure releases for the students being recorded for a lesson.

     - Example, student Jane Smith:
     - Lecture_Recital-Smith-2018.mp4
     - Lesson_Plan-Smith-2018.pdf
     - RecitalSegment1-Smith-2018.mp3
     - RecitalSegment2-Smith-2018.mp3
     - RecitalSegment3-Smith-2018.mp3
     - RecitalSegments_Description-2018.pdf

3. **Graduate Student** - Fills out the K-REx item submission information:

   - Name (Last, First MI.)
   - Title (Proposed Title of Your ETDR: Supplemental Files)
   - Keywords – if applicable

4. **Graduate Student** - All desired supplementary files are added during the "upload" section of the submission process. Students will select a desired file with "Choose File" and then opt to "Upload file & add another." This process is then repeated until all desired files are added.

5. **Graduate Student** - Accepts the K-REx non-exclusive distribution license and submits the submission for review.

6. **Graduate Student** – Once the submission becomes available in K-REx, they will have the opportunity to insert hyperlinks from the files in K-REx into sections of their ETDR.

- Example:
    - Supplementary Files: http://hdl.handle.net/2097/38760
    - ETDR: http://hdl.handle.net/2097/38764

7. **Important Final Note** – When submitting your final ETDR to "K-State Electronic Theses, Dissertations, and Reports: 2004 –", include all the same supplementary files which were added to "Music, Theatre, and Dance ETDR Supplementary Files." **Be aware that if Kansas State University Libraries ever switches systems which host the university's theses, dissertations, and reports, it is likely the hyperlinks (URLs) to supplemental files which may be in ETDRs will cease to work.** Therefore, it will be important that supplementary files are included in both places, the supplemental files collection and with your final ETDR submission. If this happens, K-State Libraries' personnel will, to the best of our abilities, attempt to ensure that all supplementary files will be transferred over to your ETDR record if they are not already present.

Additional Thoughts

- It is recommended that students link to the "Handle" URL (or stable URL) in their ETDR. The link should be in a prominent location and will help guide users to supplementary files even if the URLs to individuals happen to break.