



Libraries

APPROVED

Academics Council
15 September 2023

GUIDELINES ON ARCHIVING THESES AND DISSERTATIONS AT ANIMO REPOSITORY

Rationale

De La Salle University requires undergraduate and graduate students to submit an electronic version of their thesis or dissertation in order to complete the academic requirements and graduate from their program. The University is also committed to share and preserve the scholarly outputs of its students for the benefit of the country while protecting their intellectual property rights as owners of inventions, works, and other intellectual creations they produce. As such, the University Archives is mandated to collect, maintain, and provide access to theses and dissertations, both in print and digital formats, for academic and research use only. To maximize the availability and accessibility of students' research outputs, the Libraries has established the *Animo Repository*, an institutional repository (IR) to capture, preserve, and share electronic theses and dissertations (ETDs) of the University.

These guidelines address the submission, management, and use of ETDs to help students prepare and submit their ETDs via *Animo Repository*.

Principles

1. An IR gives added value to the university by collecting and curating its intellectual outputs in a cost-effective, long-term, searchable digital archive.
2. An IR, as a centralized archive of knowledge generated by colleges and universities, enables and encourages interdisciplinary approaches to research as it facilitates sharing of digital research outputs.

Definition of Terms (taken from Online Dictionary for Library and Information Science https://www.abc-clio.com/ODLIS/odlis_s.aspx)

Digital archive - a system designed for locating, storing, and providing access to digital materials over the long term.

Embargo – the period during which the articles published in a periodical are not available in online full-text from a journal aggregator, usually the most recent one to three years.

Institutional repository - a set of services offered by a university or group of universities to members of its community for the management and dissemination of scholarly materials in a digital format created by the institution and its community members, such as e-prints, technical reports, theses and dissertations, data sets, and teaching materials.

Metadata - structured information describing information resources/objects for a variety of purposes.

Guidelines

1. Roles and Responsibilities

1.1. DLSU Student

- 1.1.1. Prepares an ETD under the supervision of his/her/their thesis adviser.
- 1.1.2. Grants a non-exclusive license to the Libraries to manage and provide access to the submission.
- 1.1.3. Gives consent for the Libraries to collect, store, and/or share his/her/their personal sensitive information (e.g., personal name, course, department, college, and institution).
- 1.1.4. Permits the Libraries to include and make searchable his/her/their full name in the Animo Repository.
- 1.1.5. Redacts confidential and private information about him/her/them and/or subjects/respondents within the work before submission.
- 1.1.6. Fills out the ETD submission consent form and facilitates the approval and clearance of the submission with his/her/their thesis committee/panel (see Appendix A: Submission Consent Form).
- 1.1.7. Identifies the specific release permission for the ETD in consultation with his/her/their thesis adviser.
- 1.1.8. For an ETD containing copyrighted materials, presents a certification that he/she/they has obtained the unrestricted permission of the copyright owners.
- 1.1.9. Enters metadata (i.e., name and title) for submission in the system.
- 1.1.10. Uploads and submits the ETD final version approved by his/her/their thesis committee/panel to the repository using his/her/their MyLaSalle account, including the signed approval sheet and submission consent form as a separate/supplementary file.

1.2. Thesis Adviser

- 1.2.1. Discusses with advisees the purpose and contents of the ETD submission consent form.
- 1.2.2. Signs the ETD submission consent form.
- 1.2.3. Permits the Libraries to include and make searchable his/her/their full name in the Animo Repository.

1.3. Thesis Panel Member, Research Coordinator, Department Chair

- 1.3.1. Signs the ETD submission consent form.
- 1.3.2. Permits the Libraries to include and make searchable his/her/their full name in the Animo Repository.

1.4. ETD Coordinator (Thesis Coordinator/Thesis Adviser/Program Coordinator who is the assigned faculty-in-charge)

- 1.4.1. Coordinates with the Libraries.
- 1.4.2. Reviews submitted ETDs to ensure compliance with the department's prescribed policies, completeness, format, and file readability/uncorrupted.
- 1.4.3. Accepts and rejects submission.
- 1.4.4. Promotes the submission and utilization of scholarly works to the repository.

1.5. Library IR Administrator

- 1.5.1. Acts as the super administrator of the repository.
- 1.5.2. Creates and edits workflow steps in the repository
- 1.5.3. Arranges submission and description of collections.
- 1.5.4. Amends metadata of the items in the repository (see Appendix C: List of Metadata Fields).
- 1.5.5. Limits content access based on the embargo period.

- 1.5.6. Uploads and removes items and/or collections upon the written request of the authors and the department chair.
- 1.5.7. Accepts and rejects submissions by the students based on the scope of the repository.
- 1.5.8. Customizes user interfaces of the repository.
- 1.5.9. Generates reports and statistics on usage.
- 1.6. Librarian/library staff
 - 1.6.1. Uploads previous theses and dissertations based on the scope of the repository.
 - 1.6.2. Encodes and edits metadata for items.
 - 1.6.3. Maintains, organizes, and digitizes print copies of previously submitted theses and dissertations.
- 2. Submission
 - 2.1. All academic departments should require DLSU students to submit an electronic version of their thesis/dissertation to the *Animo Repository* on the Libraries' website.
 - 2.2. An ETD must contain the following:
 - 2.2.1. Signed approval sheet of the department
 - 2.2.2. Signed submission consent form (see Appendix A: Submission consent form)
 - 2.2.3. The final version of the ETD (a single PDF file) approved by the thesis committee/panel
 - 2.2.4. Poster file (when applicable)
 - 2.3. Two gigabytes (2GB) is the maximum file size that can be uploaded to the repository. Should it exceed the limit, the student must contact the Library IR Administrator to enable uploading.
 - 2.4. Submitting zipped and/or compressed files is discouraged but may be used if a dataset is too large or contains many individual files.
 - 2.5. All submissions must be virus-free.
 - 2.6. Upon submission of an ETD, the student will receive a confirmation receipt via DLSU email.
- 3. Access and use
 - 3.1. Theses and dissertations submitted in 2021 onward:
 - 3.1.1. Viewing and downloading of ETDs depend on the release permission indicated by the authors in the submission consent form.
 - 3.1.2. ETDs with no embargo may be downloaded from the Animo Repository on- and off-campus using library patrons' MLS account.
 - 3.1.3. ETDs with embargo may be downloaded after the specified embargoed period. Only the metadata of the ETD will be made available to library patrons during the embargo period. ETDs covered by DLSU Intellectual Property Policy Section 6.2 (2021) shall automatically have a one-year embargo period.
 - 3.1.4. ETDs for storage only are restricted access from library patrons. Only the metadata will be made available.
 - 3.2. Theses and dissertations submitted before 2021
 - 3.2.1. Access is restricted to viewing or reading for theses and dissertations submitted prior to 2021 in print and CD format.
 - 3.2.2. Downloading, photocopying, and printing portions or entire print or electronic theses are restricted.
 - 3.2.3. Library patrons may be granted permission to view, download, photocopy, or print the entire or selected chapters of an ETD once they have secured written permission from the authors.

- 3.3. The following library patrons may view, download, and print ETDs:
 - 3.3.1. Enrolled students, faculty members in active service, administrators, and regular employees of DLSU
 - 3.3.2. Members of the Brothers Community
 - 3.3.3. Students, faculty, and staff of De La Salle Philippines
 - 3.3.4. DLSU alumni with valid alumni cards
 - 3.3.5. Faculty members and students from consortia member schools
 - 3.3.6. Other visiting users
4. Removal of ETDs
 - 4.1. The Libraries reserves the right to permanently preserve, in electronic format, any material deposited ETDs into the repository.
 - 4.2. ETDs will remain in the repository once deposited but may be hidden from public view for the following reasons:
 - 4.2.1. Legal order
 - 4.2.2. Copyright violations
 - 4.2.3. Plagiarism
 - 4.2.4. Falsification of data
 - 4.2.5. Violation of the submission consent
5. Copyright and Licenses
 - 5.1. Copyright shall remain with the students whose works were submitted to the repository unless the works are covered by the DLSU Intellectual Property Policy Section 6.2 (2021).
 - 5.2. The University does not seek nor claim copyright ownership on a work submitted to the repository unless it owns the copyright to that work prior to submission.
 - 5.3. The Libraries shall require all students whose works are not covered by the DLSU Intellectual Property Policy Section 6.2 (2021) to agree to a non-exclusive license, wherein students can publish and/or make other copies of their works without obtaining permission from the Libraries.
 - 5.4. The submission consent form grants the Libraries the non-exclusive license to manage and archive the ETDs through the Animo Repository platform, migrate to alternative formats, keep more than one copy of the submitted work for data security, preservation and usability, and make submissions accessible depending on the release permission granted by the authors.
6. Confidentiality and Privacy
 - 6.1. Students are responsible for determining confidentiality and privacy concerns within their submissions and assigning appropriate access permission. ETDs with confidentiality and privacy concerns, such as handwritten signatures, identification numbers, credit card numbers, and other personal information, must be redacted.
 - 6.2. If privacy concerns are identified after a submission has been made, the Library IR Administrator has the authority to restrict access to the work.
7. Preservation
 - 7.1. All submissions, comprising all digital objects and related metadata, are stored in the cloud. A local backup will be kept and maintained by the Information Technology Services (ITS).
 - 7.2. The Libraries shall take steps to ensure that the files deposited in the repository shall remain usable by monitoring the technological environment for long term preservation.
 - 7.3. Should the Libraries' current repository platform be replaced, all submitted works shall be moved to the new system.

8. Security and Data Privacy
 - 8.1. The Libraries adheres to the Republic Act 10173, also known as the Data Privacy Act of 2012. All submissions to the repository are protected by this law. Personal data collected and included in the metadata in the Animo Repository shall be permanently stored for searching, retrieving, and locating an ETD.
 - 8.2. The security of the collected personal information shall be the responsibility of the Libraries.

Procedures

1. Submitting works
 - 1.1. Go to <https://animorepository.dlsu.edu.ph> and click the **Submit Research** link on the left sidebar under the **Submissions** section.
 - 1.2. The **Submit Your Research** page will appear on your screen. Select the appropriate department from the list.
 - 1.3. Enter your My.Lasalle login credentials, check the box before the **I'm not a robot**, and then click the **[Login]** button.
 - 1.4. Carefully read the submission consent and click the check the box before the **Please check this** if you agree to the above terms and then click the **Continue** button.
 - 1.5. Accomplished and signed **Submission Consent Form** in PDF file must also be added to the preliminary pages of the ETD final version.
 - 1.6. Fill out the submission form. Read and follow the instructions on the online form. Do not leave empty fields.
 - 1.7. Upload the final and complete version of your thesis/dissertation in PDF file from your computer. When saving the entire copy of your thesis/dissertation, use the file name format: PublicationYear_Surname_FileDescription.
 - 1.8. For supplemental files such as sound or video clips, image files, etc. that must also be submitted, first check the box next to **Please check this** to add additional files and then click the **Submit** button. Also, upload each chapter of the ETD as a separate file. When saving each chapter, use the file name format: PublicationYear_Surname_FileDescription
 - 1.9. Under the **Embargo Period**, select the appropriate date of release and access permission based on the release and access permission indicated in the consent form.
 - 1.10. Click the **Submit** button.
 - 1.11. Upload supplemental content.
 - 1.12. Click the **Continue** button once after the attachment of the supplemental files.
2. Revising submissions
 - 2.1. Login to your account by clicking on MyAccount on the upper right side of the page.
 - 2.2. Click the title of your submission.
 - 2.3. Click **Revise Thesis/Dissertation** in the sidebar.
 - 2.4. The submission form will appear on the screen and change the necessary elements on the form.
 - 2.5. Enter a brief summary of changes in the **Reason for Update** field, and click **Submit**.
3. Reviewing and approving submissions
 - 3.1. The ETD administrator receives an email notification containing a link to view the submission.
 - 3.2. To review the submission, the ETD Administrator may opt to follow the submission link included in the email notification or login into your account.
 - 3.3. Once logged in, click the title of the submission needing review on the MyAccount page.
 - 3.4. Click the **Download PDF** button.
 - 3.5. From the submission details page, the ETD Administrator selects the appropriate action between **I will review it** or **I will not review it**.
 - 3.6. Then, the Library Repository Administrator receives an email informing him/her that the ETD Administrator is reviewing submission(s).
 - 3.7. After reviewing the final thesis document, the ETD Administrator may

- submit his/her comments and suggestions by uploading a Word file or as plain text.
- 3.8. The ETD Coordinator recommends a decision to the Library Repository Administrator by selecting accept or reject the submission.
 - 3.9. The student receives an email notification about the submission decision.
4. Editing Metadata
 - 4.1. The Archives Librarian receives an email notification that a new item has been approved.
 - 4.2. In the **Manage Theses/Dissertations** page, click the thesis title to show the submission details.
 - 4.3. Review the correctness of metadata and supply additional metadata if necessary.
 - 4.4. Click the **Submit** button.
 5. Splitting PDF Files
 - 5.1. The Library Staff downloads the final thesis document by clicking on the PDF link.
 - 5.2. Embed digital watermarking security on each page.
 - 5.3. Insert the copyright statement page.
 - 5.4. Split the entire thesis document into chapters.
 - 5.5. Each chapter must be saved as a separate file. When saving each chapter, use the filename format
Publicationyear_Surname_Firstname_Filedescription.
 Examples: 2020_Claro_Claire_Article
 2020_Claro_Claire_PreliminaryPages
 2020_Claro_Claire_PageswithSignature
 2020_Claro_Claire_Chapter1 2020_Claro_Claire_Chapter2
 2020_Claro_Claire_Chapter3
 - 5.6. Go to the **Manage Theses/Dissertation** page and upload the files.
 - 5.7. Enter a note "Uploaded files with digital watermarking" in the **Reason for Update** field, and click **Submit**.
 6. Removing items from public view
 - 6.1. In the **Manage Theses/Dissertations** page, click the thesis title to show the submission details.
 - 6.2. Revise the embargo period to "Not available to library patrons."
 - 6.3. Enter a note in the **Reason for Update** field. The content of the note will be like one of the following:
 "Removed from view due to copyright violations"
 "Removed from view by legal order"
 - 6.4. Click the **Submit** button.

These guidelines were presented at the Chancellor's Council Meeting held on 01 August 2019 and adopted in the **Academics Council Meeting** held on **08 June 2020** and is considered in effect until superseded or removed. These guidelines were revised and approved by the Vice-Chancellor for Academics on **26 January 2022**. The submission consent forms were revised and approved by the Vice-Chancellor for Research and Innovation on **21 February 2023**.

Reference

Reitz, J. M. Online Dictionary for Library and Information Science. Retrieved from https://www.abc-clio.com/ODLIS/odlis_s.aspx



ANIMO REPOSITORY SUBMISSION CONSENT FORM A
UG/GS ETD Not Covered by [DLSU Intellectual Property Policy Section 6.2 \(2021\)](#)

The consent form below provides authorization for the permanent addition of ETDs to the Animo Repository for discoverability and wider dissemination of knowledge. A scanned copy of this form should be included as part of the preliminary pages of the ETD final PDF version.

I/we am/are executing this form in accordance with [Section 6.2 of the DLSU Intellectual Property Policy \(2021\)](#).

I/We hereby grant De La Salle University Libraries ("the Libraries") the royalty-free, non-exclusive license to manage and archive the work(s) identified below ("the submission") through the [Animo Repository](#) platform, subject to the provision of applicable laws.

Title of work : _____

I/We also grant the Libraries the right to make the full version of this submission accessible in electronic format for educational and research purposes only, based on the release permission below.

Release Permission (Please check only ONE box. Please consult your thesis adviser before ticking any box.)

- ☐ **Available to library patrons immediately (no embargo)**
- ☐ **Available to library patrons after the embargoed period** (Choose this option if you and your thesis adviser intend to publish this work and/or protect your intellectual property. The metadata of your work will still be searchable in the Animo Repository during the embargo period.)
- ☐ 1 year ☐ 2 years ☐ 3 years
- ☐ **Not available to library patrons** (For storage only. However, the metadata of your work will still be searchable in the Animo Repository.)

I/We agree that the Libraries may, without changing the content, convert and migrate this submission to any medium or format, and keep more than one copy for purposes of security, back-up, and preservation.

I/we am/are giving my/our consent for the Libraries to collect, store, and share my/our personal information, including my/our personal name, course, department, college, and institution, through the Animo Repository. I/we further agree that the personal data collected will only be used for the academic community and the general public to search, retrieve, and locate my/our work in the Animo Repository for educational and research purposes.

I/we understand that the security of the collected personal information shall be the responsibility of the Libraries and should comply with the requirements of RA 10173. I/we further consent that the personal data collected and included in the metadata in the Animo Repository will be permanently stored.

I/We further agree that this consent will remain in place unless I/we terminate it via signed communication with the Libraries.

I/We confirm that:

- The version I/we submitted is the final version approved by my/our thesis committee / panel.
- The submission is my/our original work and I/we have the right to grant the license above mentioned to the Libraries.



- *The submission, does not, to the best of my/our knowledge, infringe upon any third-party's copyright.*
- *If the submission contains material for which I/we do not hold copyright, I/we will present a certification that I/we have obtained the unrestricted permission of the copyright holder to grant this license to the Libraries, subject to the limitations of copyright and fair use under the IP Code. I/we further certify that such third-party material is clearly identified and acknowledged within the text or content of this submission.*
- *In the event of a subsequent dispute over the copyrights to material contained in this submission, I/we agree to indemnify and hold harmless the Libraries and its employees or agents for any uses of the material authorized by this license.*
- *This submission properly cites other sources of information and contains permitted works from original sources (e.g., text excerpts, images, sound or video content, interview transcripts, and observational studies).*
- *If the submission is a commissioned work, I/we have fulfilled all obligations required by De La Salle University and/or other funding agencies.*
- *The submission does not contain any confidential, personal, or sensitive information belonging to others.*
- *I/We have read and understood the contents of the [DLSU Intellectual Property Policies](#) and have taken the necessary steps to ensure adherence to the rules set forth in the above-mentioned policies.*
- *The information I/we have provided about the submission is accurate to the best of my/our knowledge and belief.*

By signing below, I/we confirm my/our acceptance of this consent.

_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date



CLEARED FOR ANIMO REPOSITORY SUBMISSION BY:

Check the appropriate column for your answer.

“As the thesis adviser, I have discussed with my advisee/s the contents of and reason for this form.”

I agree to have my name included and searchable in the Animo Repository.

I want to stay anonymous.

Thesis Adviser (Signature over Printed Name)	Date
Thesis Panel Member (Signature over Printed Name)	Date
Thesis Panel Member (Signature over Printed Name)	Date
Thesis Panel Member (Signature over Printed Name)	Date
Research Coordinator (Signature over Printed Name)	Date
Department Chair (Signature over Printed Name)	Date



**ANIMO REPOSITORY SUBMISSION CONSENT FORM B –
UG/GS ETD Covered by [DLSU Intellectual Property Policy Section 6.2 \(2021\)](#)**

The consent form below provides authorization for the permanent addition of ETDs to the Animo Repository for discoverability and wider dissemination of knowledge. A scanned copy of this form should be included as part of the preliminary pages of the ETD final PDF version.

I/we am/are executing this form in accordance with [Section 6.2 of the DLSU Intellectual Property Policy \(2021\)](#).

*I/We understand that the copyright of the work identified below (“the submission”) **belongs to De La Salle University** in accordance with Section 6.2 of the DLSU Intellectual Property Policy (2021).*

Title of work : _____

I/we understand that De La Salle University Libraries (“the Libraries”) has the right to manage and archive the full version of this submission through the [Animo Repository](#) platform, subject to the provision of applicable laws.

*I/We understand that the submission will be available in electronic format to library patrons for educational and research purposes **ONLY IMMEDIATELY AFTER THE ONE-YEAR EMBARGO PERIOD**.*

I/we am/are giving my/our consent for the Libraries to collect, store, and share my/our personal information, including my/our personal name, course, department, college, and institution, through the Animo Repository. I/we further agree that the personal data collected will only be used for the academic community and the general public to search, retrieve, and locate my/our work in the Animo Repository for educational and research purposes.

I/we understand that the security of the collected personal information shall be the responsibility of the Libraries and should comply with the requirements of RA 10173. I/we further consent that the personal data collected and included in the metadata in the Animo Repository will be permanently stored.

I/We confirm that:

- *The version I/we submitted is the final version approved by my/our thesis committee / panel.*
- *The submission is my/our original work and I/we hereby assign all right, title, and interest to this work to De La Salle University pursuant to the Intellectual Property Policies of the university*
- *The submission, does not, to the best of my/our knowledge, infringe upon any third-party’s copyright.*
- *If the submission contains material for which I/we do not hold copyright, I/we will present a certification that I/we have obtained the unrestricted permission of the copyright holder to grant this license to the Libraries, subject to the limitations of copyright and fair use under the IP Code. I/we further certify that such third-party material is clearly identified and acknowledged within the text or content of this submission.*
- *In the event of a subsequent dispute over the copyrights to material contained in this submission, I/we agree to indemnify and hold harmless the Libraries and its employees or agents for any uses of the material authorized by this license.*
- *This submission properly cites other sources of information and contains permitted works from original sources (e.g., text excerpts, images, sound or video content, interview transcripts, and observational studies).*



- *If the submission is a commissioned work, I/we have fulfilled all obligations required by De La Salle University and/or other funding agencies.*
- *The submission does not contain any confidential, personal, or sensitive information belonging to others.*
- *I/We have read and understood the contents of the [DLSU Intellectual Property Policies](#) and have taken the necessary steps to ensure adherence to the rules set forth in the above-mentioned policies.*
- *The information I/we have provided about the submission is accurate to the best of my/our knowledge and belief.*

By signing below, I/we am/are attesting my/our confirmation to this form.

_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Date



CLEARED FOR ANIMO REPOSITORY SUBMISSION BY:

Check the appropriate column for your answer.

“As the thesis adviser, I have discussed with my advisee/s the contents of and reason for this form.”

I agree to have my name included and searchable in the Animo Repository.

I want to stay anonymous.

Thesis Adviser
(Signature over Printed Name)

Date

Thesis Panel Member
(Signature over Printed Name)

Date

Thesis Panel Member
(Signature over Printed Name)

Date

Thesis Panel Member
(Signature over Printed Name)

Date

Research Coordinator
(Signature over Printed Name)

Date

Department Chair
(Signature over Printed Name)

Date



ANIMO REPOSITORY SUBMISSION CONSENT FORM C
SHS Works Not Covered by [DLSU Intellectual Property Policy Section 6.2 \(2021\)](#)

The consent form below provides authorization for the permanent addition of the works to the Animo Repository for discoverability and wider dissemination of knowledge. A scanned copy of this form should be included as part of the preliminary pages of the final PDF version of theses, research projects, and creative works.

I/we am/are executing this form in accordance with [Section 6.2 of the DLSU Intellectual Property Policy \(2021\)](#).

I/We hereby grant De La Salle University Libraries ("the Libraries") the royalty-free, non-exclusive license to manage and archive the work(s) identified below ("the submission") through the [Animo Repository](#) platform, subject to the provision of applicable laws.

Title of work : _____

Name/s of the student/s : _____

I/We also grant the Libraries the right to make the full version of this submission accessible in electronic format for educational and research purposes only, based on the release permission below.

Release Permission (Please check only ONE box. Please consult your research adviser before ticking any box.)

- ☐ Available to library patrons immediately (no embargo)
- ☐ Available to library patrons after the embargoed period (Choose this option if you, your research adviser and your parents intend to publish this work and/or protect your intellectual property. The metadata of your work will still be searchable in the Animo Repository during the embargo period.)
- ☐ 1 year ☐ 2 years ☐ 3 years
- ☐ Not available to library patrons (For storage only. However, the metadata of your work will still be searchable in the Animo Repository.)

I/We agree that the Libraries may, without changing the content, convert and migrate this submission to any medium or format, and keep more than one copy for purposes of security, back-up, and preservation.

I/we am/are giving my/our consent for the Libraries to collect, store, and share my/our personal information, including my/our personal name, strand, track, department, and institution, through the Animo Repository. I/we further agree that the personal data collected will only be used for the academic community and the general public to search, retrieve, and locate my/our work in the Animo Repository for educational and research purposes.

I/we understand that the security of the collected personal information shall be the responsibility of the Libraries and should comply with the requirements of RA 10173. I/we further consent that the personal data collected and included in the metadata in the Animo Repository will be permanently stored.

I/We further agree that this consent will remain in place unless I/we terminate it via signed communication with the Libraries.



I/We confirm that:

- The version I/we submitted is the final version approved by my/our thesis committee / panel.
- The submission is my/our original work and I/we have the right to grant the license above mentioned to the Libraries.
- The submission, does not, to the best of my/our knowledge, infringe upon any third-party's copyright.
- I/We further represent that the submission does not, to the best of my/our knowledge, infringe upon any third-party's copyright.
- If the submission contains material for which I/we do not hold copyright, I/we will present a certification that I/we have obtained the unrestricted permission of the copyright holder to grant this license to the Libraries, subject to the limitations of copyright and fair use under the IP Code. I/we further certify that such third-party material is clearly identified and acknowledged within the text or content of this submission.
- In the event of a subsequent dispute over the copyrights to material contained in this submission, I/we agree to indemnify and hold harmless the Libraries and its employees or agents for any uses of the material authorized by this license.
- This submission properly cites other sources of information and contains permitted works from original sources (e.g., text excerpts, images, sound or video content, interview transcripts, and observational studies).
- If the submission is a commissioned work, I/we have fulfilled all obligations required by De La Salle University and/or other funding agencies.
- The submission does not contain any confidential, personal, or sensitive information belonging to others.
- I/We have read and understood the contents of the [DLSU Intellectual Property Policies](#) and have taken the necessary steps to ensure adherence to the rules set forth in the above-mentioned policies.
- The information I/we have provided about the submission is accurate to the best of my/our knowledge and belief.

By signing below, I/we confirm my/our acceptance of this consent.

THE APPROVAL AND SIGNATURE OF THE STUDENT'S PARENT/S OR LEGAL GUARDIAN/S ARE REQUIRED FOR ALL SENIOR HIGH SCHOOL STUDENTS.

_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date



CLEARED FOR ANIMO REPOSITORY SUBMISSION BY:

Check the appropriate box

“As the research adviser, I have discussed with my advisee/s the contents of and reason for this form.”

I agree to have my name included and searchable in the Animo Repository.

I want to stay anonymous.

Research Adviser
(Signature over Printed Name)

Date

Thesis Panel Member
(Signature over Printed Name)

Date

Thesis Panel Member
(Signature over Printed Name)

Date

**Research Mentor/College
Department Coordinator for SHS
Research**
(Signature over Printed Name)

Date

Research Coordinator
(Signature over Printed Name)

Date

Department Chair
(Signature over Printed Name)

Date



Libraries



**ANIMO REPOSITORY SUBMISSION CONSENT FORM D –
SHS Works Covered by DLSU Intellectual Property Policy Section 6.2 (2021)**

The consent form below provides authorization for the permanent addition of the works to the Animo Repository for discoverability and wider dissemination of knowledge. A scanned copy of this form should be included as part of the preliminary pages of the final PDF version of theses, research projects, and creative works.

I/we am/are executing this form in accordance with Section 6.2 of the DLSU Intellectual Property Policy (2021).

I/We understand that the copyright of the work identified below (“the submission”) belongs to De La Salle University in accordance with Section 6.2 of the DLSU Intellectual Property Policy (2021).

Title of work : _____

Name/s of the student/s : _____

I/we understand that De La Salle University Libraries (“the Libraries”) has the right to manage and archive the full version of this submission through the Animo Repository platform, subject to the provision of applicable laws.

I/We understand that the submission will be available in electronic format to library patrons for educational and research purposes only immediately after the one-year embargo period.

I/we am/are giving my/our consent for the Libraries to collect, store, and share my/our personal information, including my/our personal name, strand, track, department, and institution, through the Animo Repository. I/we further agree that the personal data collected will only be used for the academic community and the general public to search, retrieve, and locate my/our work in the Animo Repository for educational and research purposes.

I/we understand that the security of the collected personal information shall be the responsibility of the Libraries and should comply with the requirements of RA 10173. I/we further consent that the personal data collected and included in the metadata in the Animo Repository will be permanently stored.

I/We confirm that:

- The version I/we submitted is the final version approved by my/our thesis committee / panel.
- The submission is my/our original work and I/we have the right to grant the license above mentioned to the Libraries.
- The submission, does not, to the best of my/our knowledge, infringe upon any third-party’s copyright.
- I/We further represent that the submission does not, to the best of my/our knowledge, infringe upon any third-party’s copyright.
- If the submission contains material for which I/we do not hold copyright, I/we will present a certification that I/we have obtained the unrestricted permission of the copyright holder to grant this license to the Libraries, subject to the limitations of copyright and fair use under the IP Code. I/we further certify that such third-party material is clearly identified and acknowledged within the text or content of this submission.
- In the event of a subsequent dispute over the copyrights to material contained in this submission, I/we agree to indemnify and hold harmless the Libraries and its employees or agents for any uses of the material authorized by this license.
- This submission properly cites other sources of information and contains permitted works from original sources (e.g., text excerpts, images, sound or video content, interview transcripts, and observational studies).
- If the submission is a commissioned work, I/we have fulfilled all obligations required by De La Salle University and/or other funding agencies.
- The submission does not contain any confidential, personal, or sensitive information belonging to others.

Privacy notice: The information that you provide on this form is collected pursuant to Republic Act 10173 Data Privacy Act of 2012. The Libraries will use this information to retain the work that you submit in the Animo Repository. The personal information that you provide will be kept permanently by the Libraries and not be published without your permission. (*Animo Repository Submission Form Revised January 27, 2023*)



Libraries



- I/We have read and understood the contents of the DLSU Intellectual Property Policies and have taken the necessary steps to ensure adherence to the rules set forth in the above-mentioned policies.
- The information I/we have provided about the submission is accurate to the best of my/our knowledge and belief.

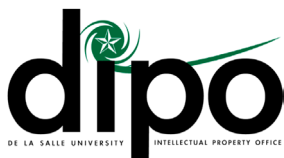
By signing below, I/we confirm my/our acceptance of this consent.

THE APPROVAL AND SIGNATURE OF THE STUDENT'S PARENT/S OR LEGAL GUARDIAN/S ARE REQUIRED FOR ALL SENIOR HIGH SCHOOL STUDENTS.

_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date
_____ Student's Signature over Printed Name	_____ Parent/Guardian's Signature over Printed Name	_____ Date



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Cleared for Animo Repository Submission by:

Check the appropriate box

"As the research adviser, I have discussed with my advisee/s the contents of and reason for this form."

I agree to have my name included and searchable in the Animo Repository.

I want to stay anonymous.

Research Adviser

(Signature over Printed Name)

Date

Thesis Panel Member

(Signature over Printed Name)

Date

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**Research Mentor/College
Department Coordinator for SHS
Research**

(Signature over Printed Name)

Date

Research Coordinator

(Signature over Printed Name)

Date

Department Chair

(Signature over Printed Name)

Date

APPENDIX E – LIST OF METADATA FIELDS

Metadata element	Element description	Policy
Adviser	Name of the thesis adviser	Required
Abstract	A summary of the resource	Required
Accessioned	Date the repository takes possession of item	System supplied
Author	An entity primarily responsible for or contributing to the making of the content of the resource	Required
Publication Date (Date of award)	Date of copyright	Required if available
Created	Date of creation of the resource	Required if available
Dean	Name of the dean of the college	
Degree Name	Degree program of the student.	Required
College and Department	Includes DLSU colleges and departments	System supplied
Description	An account of the content of the resource	Encouraged
Discipline	Subject category that best fits the resource	Required
Document Type	Material type of the resource, i.e. thesis, dissertation	Required
Embargo Period	Length of embargo	Required
Format	The physical or digital manifestation of the resource	System supplied
Identifier	An unambiguous reference to the resource within a given context	System supplied
Language	A language of the intellectual content of the resource	Required
License	A Creative Commons license	Required
Note	Additional information about the resource	Required if available
Panel Chair	Name of the thesis panel chair	Required
Panelist	Name of the thesis panel members	Required
Subject and keywords	The topic of the content of the resource	Required
Submitted	Date of submission of the resource	System supplied
Title, sub-titles	A name given to the resource	Required
Type	The nature or genre of the content of the resource	Required