

## Thesis/Capstone Project

### Library “Non-Circulation Status” Request Form

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With the approval of both the appropriate graduate program director and a student’s graduate thesis/capstone project advisor, a thesis or a capstone project may be prohibited from circulating in the MSOE Library. That is, it is possible to designate a thesis or capstone report as a non-circulating item, which means the document will be kept confidential, and no member of the public will be able to view it.

This Request Form must stipulate or contain:

- (a). the title of the document;
- (b). the name of the student who is the author of the document;
- (c). the name of the person initiating the request (generally, this person is the student);
- (d). the length of time that the document cannot circulate;
- (e). the reason(s) for designating the document a non-circulating item;
- (f). other, including special conditions, or more restrictive arrangements;
- (g). appropriate signatures.

When a thesis or capstone project is designated *non-circulating* and *thesis archives only*, a copy of the document will be placed in the locked library thesis archives room only. A copy of the document will *not* be placed in the MSOE Library’s circulating collection. The public does not have access to the thesis archives room. A database record for the non-circulating thesis will be created in the Library’s catalog with the following information: title, author, date of completion, and a note stating that the document is non-circulating and not available to the public. The same information is also added to the list of completed theses/capstone projects available on the library’s webpages. Both the database and the webpages are available to the public. If more stringent restrictions are necessary – for example, if it is desired that a database record should *not* be created – these restrictions should be detailed in section (f).

*Return this completed form to the Director of the MSOE Library*

(a). **Title of document:** \_\_\_\_\_  
\_\_\_\_\_

(b). **Name of student (author):** \_\_\_\_\_

(c). **Name of person initiating request:** \_\_\_\_\_

(d). **Non-circulation status time period** (*if permanent non-circulating status is requested, write "permanent"*):

\_\_\_\_\_

(e). **Reason(s) for non-circulation** (*reasons may include "contains confidential information;" "contains sensitive or proprietary information;" "student's company does not wish to release information contained in document;" "program department Chair wishes to restrict access;" etc.*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(f). **Other:**

Should a database record be created? ..... Circle one **YES** **NO**

Should a library webpage entry be created? ..... Circle one **YES** **NO**

List other restrictions: \_\_\_\_\_

\_\_\_\_\_

(g). **Signatures:**

\_\_\_\_\_  
Student's Signature and Date

\_\_\_\_\_  
Advisor's Signature and Date

\_\_\_\_\_  
Program Director's Signature and Date