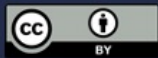




A wide-angle rendering of renovated Memorial Hall

For more information on UVa Main Library Renovation: <https://www.library.virginia.edu/renovation/>



This set of slides walks through depositing into LibraETD.

Defense & SIS Milestone

Congratulations on the successful defense of your thesis or dissertation. You **now have access** to upload your approved thesis or dissertation to LibraETD.

After you log in to LibraETD, check the title displayed for your draft thesis or dissertation. The title in LIBRA must match the title as approved by your committee or advisor. If it does not, please report the discrepancy to your departmental administrator to make the corrections in SIS. You will receive a new email message from LIBRA when it has been corrected and you can proceed with your deposit.

Review the "**Electronic Thesis/Dissertation (ETD) Submission Requirements Checklist**" before you upload your thesis or dissertation files. Please note that uploaded files and descriptions may not be changed in any way once the submission process is complete.

Text documents deposited in LIBRA must be in PDF format. Supplemental files are accepted in most formats. Contact Libra staff if you have questions about acceptable formats.

You will receive email confirmation of your deposit, including the permanent URL for your scholarship.

24 hours after deposit, you may check that your scholarship was successfully added to the Library's collection by searching for your thesis or dissertation in VIRGO, the UVA online library catalog.

24 hours after deposit, please verify that SIS has been updated to reflect that you have completed this requirement.

The access to deposit in LibraETD starts with an email message:

If the defense milestone in SIS has been completed, SIS will communicate that information to Libra in a nightly communication, and the student will receive an email letting them know they can log in and deposit.

If a student has defended their dissertation, but has not received an email from Libra, they will need to go back to the school and find out why the SIS milestone was not completed.

Bottom line is, students cannot log on until the access to Libra email has been received.

When your SIS defense milestone is added, and SIS communicates that info to Libra, you will receive an email message (text is displayed here) letting you know you now have access to log in and upload your dissertation.

Dashboard

LIBRAETD Online Archive of University of Virginia Scholarship Dashboard Sherry Heitchew Lake

Sherry Heitchew Lake
sah@virginia.edu


Create or Connect Your ORCID ID
[Learn more about ORCID](#)

Email
sah@virginia.edu

My Dashboard

Active Theses

[View ETD Submission Checklist for help.](#)

Title	Date Uploaded	ORCID Status	Visibility	Action
 Successful Treatment of Sepsis in Infants	February 07, 2018			Draft Edit

AFTER you have received your email....

When you 1st log on – after being authenticated by netbadge

This is your dashboard. The first thing to check is your title. If it is NOT correct, contact your registrar. DO NOT start uploading or submitting until that is fixed.

Here, on your dashboard is where you can create and then connect your ORCID.

LibraETD Submission: Edit Form

Edit Work

Metadata Files

View ETD Submission Checklist for help.

Title **required**

Enter your title here

Author

First Name **required** Last Name **required**

Sherry Lake

Plan / Program **required** Institution **required**

Nursing Practice - School of University of Virginia

Advisor **required**

Computing ID Enter a UVA Computing ID to automatically fill the remaining fields for this person.

First Name Last Name

Department Institution

+ More

Abstract **required**

Edit Work

Metadata Files

View ETD Submission Checklist for help.

Acceptable file types are CSV, GIF, HTML, JPEG, JPG, MOV, MP3, MP4, PDF, PNG, TXT, TIFF, TXT, XML.

+ Add file

Drop files here.

Filename Display Label **required**

Need a different file name than Libra recommends? Enter it here.

Visibility

☐ Public Access

☒ Limited Access

For 6 Months Then Public Access

☐ I have read and agree to the [Libra Deposit License](#), including discussing my deposit access options with my faculty advisor.

Cancel Save and Exit Save and Continue

4

There are four steps for submission:

- Describe your work.
- Upload your PDF (and other supplemental files, as needed)
- Choose a visibility
- Read & agree to the deposit license.

Note that you can Save & Exit at any time and come back later to finish.

We will now walk through the details of each step.

LibraETD Form: Title/Author

The screenshot displays the 'LibraETD Form: Title/Author' interface. At the top, there are two tabs: 'Metadata' (selected) and 'Files'. Below the tabs, a link says 'View ETD Submission Checklist for help.' The 'Title' section has a 'required' label and a text input field containing 'Successful Treatment of Sepsis in Infants'. The 'Author' section contains four fields: 'First Name' (required, 'Sherry'), 'Last Name' (required, 'Lake'), 'Plan / Program' (required, 'Nursing Practice - School of'), and 'Institution' (required, 'University of Virginia'). Annotations with arrows point to the 'Title' and 'Institution' fields, stating 'Cannot be edited'. Another annotation points to the 'First Name' and 'Last Name' fields, stating 'Author data provided by SIS'.

The first section to edit is the description (metadata). 1st displayed in the title. Next is the author information. Upon login, students will find this information already filled in – as found in SIS. If they prefer, the specifics of their name can be edited. To ensure consistency of critical data between systems, computing id, academic plan and institution cannot be edited.

Note: the clickable link to the ETD Submission Checklist at the top of the edit form. The link to the checklist is also part of the original “You can log on now” email.

LibraETD Form: Primary Advisor

Student provides advisor, committee members or Practicing Mentors computing id or names

The screenshot shows a form titled "Advisor" with a blue "required" tag. It contains four input fields: "Computing ID", "First Name", "Last Name", "Department", and "Institution". A green "+ More" button is located to the right of the "Last Name" field. Annotations include a blue arrow pointing to the "Computing ID" field from the text "Student provides advisor, committee members or Practicing Mentors computing id or names", and another blue arrow pointing to the "First Name" and "Last Name" fields from the text "Name and affiliation auto-populate, based on LDAP (can be edited)". A red oval highlights the "First Name", "Last Name", "Department", and "Institution" fields, and a green oval highlights the "+ More" button.

Name and affiliation auto-populate, based on LDAP (can be edited)

Note the fields that are required are tagged with - blue "required" text. If required fields are blank, they appear "red".

Next on the form is the advisor. The student will need to provide the computing id for their primary thesis/dissertation advisor. Optionally, students can provide information about additional advisors, committee members or Practicing Mentors.

The system will use this id to perform a real time lookup in the University's LDAP system, and fill in the name and affiliation automatically. Students will have the option to edit the name information, if the advisor wishes to have their name represented in a form other than that found in LDAP (Uva directory).

Students can add as many additional advisors as needed. If the committee member or mentor is not Uva affiliated, skip the Computing ID and hand enter First Name/Last Name, Department and Institution

LibraETD Form: Abstract/Rights

Abstract required

Rights required

Libra lets you choose an open license when you post your work, and will prominently display the license you choose as part of the record for your work. See the [ETD Submission Checklist](#) for license option details.

✓ Attribution 4.0 International (CC BY)
All rights reserved (no additional license for public reuse)

7



LIBRARY

An abstract or summary is required. Provide an abstract in a free text box, You may cut-N-paste your abstract from your dissertation.

Libra lets you choose an open license when you post your work, and will prominently display the CC license you choose as part of the record for your work.

CC-BY (permitting free use with proper attribution)

You may also choose.

All rights reserved (no additional license for public reuse) – users who download your work from Libra must comply with ordinary copyright law and seek permission for uses that are not fair use or otherwise permitted by law

For more information check out this page:

<http://copyright.library.virginia.edu/copyright-resources/essentials/#CC>

LibraETD Form: Additional Fields

Keyword

Add one keyword or keyword phrase per line. Click "More" to add another keyword.

 [+ More](#)

Language

The language of the work's content.

Related Link(s)

A link to a website or other specific content (audio, video, PDF document) related to the work.

 [+ More](#)

Sponsoring Agency

 [+ More](#)

Notes

The fields at the end of the form are optional.

- Keywords, add one keyword or phrase per line, click "More" for multiple keywords
- Language of the dissertation
- Related Links
- Sponsoring Agency/Grant number
- Notes: any additional notes that may aid discoverability or provide further context.

LibraETD Form: Degree/Date Approved

Degree required

DNP (Doctor of Nursing Practice)

Date created

November 13, 2019

Provided by SIS. May not be edited in Libra.

The the degree earned will be provided by SIS, and students may not edit this data in Libra – again for consistency between systems

The date approved is filled in with data provided by SIS. For consistency, this information may not be edited in Libra.

LibraETD Form: File Upload

Metadata Files

View [ETD Submission Checklist](#) for help.

Acceptable files types are CSV, GIF, HTM, HTML, JPEG, JPG, MOV, MP3, MP4, PDF, PNG, TIF, TIFF, TXT, XML.

+ Add files...

Drop files here.

Filename	Display Label <small>required</small>
FinalWork.pdf	1_Lake_Sherry_2019_DNP.pdf 8.20 KB

10



LIBRARY

To upload your dissertation or thesis:

Click the “Files” tab at the top of the form, to add your PDF of your dissertation and any other supplemental files. You can click the “add files” button, or drag-n-drop

You are required to upload at least one PDF document as your dissertation. Supplemental files, of any type or number, can be added as well.

Acceptable file types for supplemental files: CSV, GIF, HTM, HTML, JPEG, JPG, MOV, MP3, MP4, PDF, PNG, TIF, TIFF, TXT, XML.

On upload, Libra changes the file name to a more normalized label. LastName_FirstName_Year_Degree. You can edit this field if you wish.

Click “Add files” to add more or drag-n-drop

Access and Visibility Options

- Provost Policy for ETD Submission
 - <https://uvapolicy.virginia.edu/policy/PROV-014>
- Required to **discuss access options** with your advisor or committee
- Access Options
 - Public Access
 - Limited Access
 - Embargo (needs Dean's approval)

Provost Policy: **Visibility and access options will be the SAME for all graduate degree programs requiring deposit of theses and dissertations to LibraETD. Complete Policy:** <https://uvapolicy.virginia.edu/policy/PROV-014>

Public Access: Full electronic thesis or dissertation (ETD) content that is publicly available online through the University Library.

Limited Access: Metadata, including the ETD author, title, and abstract, will be publicly available through the University Library, but the full content of the ETD will be restricted to UVA users who possess valid network access, as well as any member of the public accessing the UVA network on Grounds. Limited Access may only be requested for periods of less than five years, after which ETDs transition to Public Access.

ALL students have the option to Embargo their thesis or dissertation (with approval):

Embargo: Metadata, including the ETD author, title, and abstract, will be publicly available through the University Library, but the content of the ETD will not be visible to any user at the University or otherwise. Upon consultation with their thesis or dissertation committee and approval from their dean's office, students may also choose to place an embargo on an ETD deposited in Libra. Initial embargo periods may be requested for periods of up to five years, and may be extended at the discretion of the dean's office of the student's school.

LibraETD Form: Visibility

Public Access

Save Work

Requirements

- ✓ Enter required metadata
- ✓ Add Files

Visibility

- ☒ Public Access
- ☐ Limited Access

Limited Access

Option to limit the access of full text of the thesis/ dissertation.

Save Work

Requirements

- ✓ Enter required metadata
- ✓ Add Files

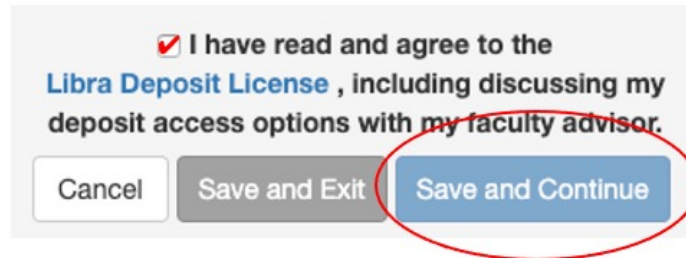
Visibility

- ☐ Public Access
- ☒ Limited Access
 - For **6 Months** then **Public Access**
 - 1 Year
 - 2 Years
 - 5 Years

Students have an option to make their work immediately available “worldwide” (and is the default “Public Access”, unless changed).

Or students can delay the release of the full text up to 5 years (choices are 6 months, 1 year, 2 years and 5 years). The Limited Access restriction is to UVa only for the length chosen. Only those on UVa Grounds or using VPN=anywhere will be able to see the file link and be able to download for limited access files.

LibraETD Form: License Agreement



☒ I have read and agree to the [Libra Deposit License](#) , including discussing my deposit access options with my faculty advisor.

Cancel Save and Exit **Save and Continue**

Student must agree to the license option in order to submit

<http://www.library.virginia.edu/libra/etds/etd-license/>

Students will need to actively agree to a license.

Clicking the link will display the Libra **Deposit License for Student Theses and Dissertations**

The deposit agreement asks you, the author, to confirm that you are the copyright holder and that you have obtained any necessary permissions for any third-party material included in the thesis or dissertation. In addition, if portions of your thesis or dissertation were previously published, the agreement confirms that you have retained the rights to place this material online. AND new with the access policy is the fact that you have discussed deposit access options with your advisor.

Reminder at any time, you can click “Save and Exit” and come back at another time to finish the submission.

Once all required metadata has been entered and at least one file has been uploaded, AND to the deposit license has been read & agreed, Click “Save and Continue”.

LibraETD: Show Page

Successful Treatment of Sepsis in Infants

Descriptions


Attribute Name	Value
Title	Successful Treatment of Sepsis in Infants
First Name	Sherry
Last Name	Lala
Plan / Program	Nursing Practice - School of Nursing
Institution	University of Virginia
Address	Field Name: One place Last Name: Lala Department: MSN (Masters of Science in Nursing) Institution: University of Virginia
Abstract	Abstract is needed before submission.
Rights	Publication 4.0 International (CC BY)
Keywords	None
Language	English
Related Links	
Sponsoring Agency	
Notes	
Publisher	University of Virginia
Degree	Doctor of Nursing Practice
Date created	November 15, 2019
Date issued	Unknown
Visibility	Public Access

Requirements

- ✓ Enter required metadata
- ✓ Add Files

[Edit](#)
[Preview before Submission](#)


[Create or Connect Your ORCID iD](#)
[Learn more about ORCID](#)



LIBRA

UVA Scholarly Repository

Files

File	Filename	Display Label	Date Uploaded
	Final Draft.pdf	Final Draft.pdf	November 18, 2019

The Show page allows students to review their information.

Depending on the size of the PDF, the page may need to be refreshed to see that the file has successfully been uploaded.

At this point decide if things need to be edited or more information added(Edit button). The Edit button takes goes to the Edit form.

OR

There are no changes needed and the student is ready to Preview before submitting.

LibraETD: Preview & Submit!

The screenshot shows the LibraETD submission preview page. At the top, the header reads 'LIBRAETD Online Archive of University of Virginia Scholarship' with a 'Dashboard' link and the user name 'Sherry Heitchev Lake'. The main title is 'Successful Treatment of Sepsis in Infants'. Below the title, the author's name and ORCID link are displayed. The advisor's name and affiliation are listed. The abstract section indicates that an abstract is needed before submission. The degree is listed as 'DNP (Doctor of Nursing Practice)'. The keywords are 'heart, Premature'. The language is 'English'. The rights are listed as 'Attribution 4.0 International (CC BY)'. The persistent link section states that the link will appear after submission. On the left, a 'Limited Access Example' box notes that the files listed below will not be available to the general public until the embargo date has passed. The file list shows '1_Lake Sherry_2019.DNP.r' uploaded on November 18, 2019, with a download count of 1. On the right, a 'Submission Proof' box encourages the user to review the information and provides 'Edit' and 'Submit Thesis' buttons. A red circle highlights the 'Submit Thesis' button. A blue arrow points from the 'Submit Thesis' button to the 'Limited Access Example' box.

After submitting the file link will not show publicly until the limited access has expired.

15



LIBRARY

The preview page shows how information will look once submitted. All links are clickable. So you can click on your file link to verify it is the correct one. AND you can click on your ORCID link (if you connected your ORCID). Your ORCID link will be clickable once your work is submitted. IF you didn't connect your ORCID, you can go back to your dashboard, by clicking the "Dashboard" link at the top right.

You can go back and edit at this point. Edit takes you back to the Edit form.

Before you submit!! Please make sure that everything is correct (and you have uploaded the correct file). Once submitted you may not change your file without approval of your school's Dean.

In this example a limited access of 6 months was chosen. The file link will not show **publically** until the limited access has expired. If there was no access restriction, this preview page would not display the yellow note box on the left and the file link will show to the public.

Congratulations!

- After depositing you will receive an **email confirmation**
- Permanent link to your work (**DOI**)
- 24 hours after deposit, **verify in SIS**
- 24 hours after deposit, **discoverable in VIRGO**, UVA online catalog

Once you have submitted, you will receive an email confirmation.

The email contains your DOI – Digital Object Identifier (a permanent URL). Use that link when sharing your work. Your DOI is active right away!

Check SIS (may take up to 24 hours before the Libra milestone is credited) to see if the Libra Milestone has been completed. The Libra system communicates back to SIS and reports all newly published (submitted) works.

Then you can search VIRGO and discover your scholarship. Check out the next slide.

LibraETD Discoverability

Libra Search and Upload

<http://libra.virginia.edu>

Welcome to Libra

Libra makes UVA scholarship available to the world and provides safe and secure storage for the scholarly output of the UVA community. Libra is an Open Access repository, meaning that anyone can search, view, and download content. For questions or feedback, contact us: libra@virginia.edu

Find Open Access Content

Search Virgo for Libra Open Access Content

SEARCH

Submit Your Work

LibraOpen

Open Content

Submit your scholarly articles, books, and other creative works. Before uploading your work, please review our [LibraOpen Checklist](#).

For any UVA-affiliated individual

DEPOSIT OA CONTENT

LibraETD

Theses and Dissertations

Deposit your approved UVA electronic thesis or dissertation. Before uploading your work, please review our [ETD Submission Checklist](#).

For students submitting approved theses or dissertations

DEPOSIT ETD

LibraData

Datasets

Deposit your dataset and other scholarly materials. Before uploading your work, please review our [LibraData Checklist](#) page.

For any UVA-affiliated individual

DEPOSIT DATASETS

17

RARY


24 hours after submission, dissertations will be discoverable in VIRGO, UVA Library's online catalog.

One way to do this is to go to the Libra Information page at <http://libra.virginia.edu>







Clicking the "Search" on the libra landing page searches for electronic thesis and dissertation as well as other open content.

Search for your name or title.

LibraETD Availability

Program Evaluation of a Quality Improvement Intervention to Increase Provider Adherence to National Guidelines for Metabolic Monitoring in Psychiatric Patients 

Geen, Jessica; Wienczek, Clareen (advisor)

Author: Geen, Jessica; Wienczek, Clareen (advisor)
Format: Thesis/Dissertation; Online
Publication Date: 2020-05-05
Digital Collection: Libra ETD Repository
Availability: Request
Subject: 1. metabolic
2. guidelines
3. psychiatric
4. inpatient
Department: Nursing Practice - School of Nursing
Language: English
Publisher: University of Virginia, Nursing Practice - School of Nursing, DNP (Doctor of Nursing Practice), 2020
Publication Place: Charlottesville, VA
Degree: DNP (Doctor of Nursing Practice)
Copyright & Permissions:  In Copyright [More about Rights and Permissions](#) 
Online Access: [Libra Repository \(Access Online\)](#)
Citations:   
[Download RIS](#) 

18



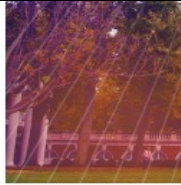
LIBRARY

Here's an example of a Dissertation record in VIRGO. Note: New Virgo search interface implemented Summer 2020:

ALL fields in LibraETD record (including abstract) is searchable, just not displaying at this time (Nov 2020). We are working on that.

Clicking the "Libra Repository (Access Online)" link will display the full Libra record.

LibraETD Record



Page Views: 12

Files

1. Geen, Jessica, 2020, DNP.p



Uploaded: May 05, 2020

Downloads: 1

Program Evaluation of a Quality Improvement Intervention to Increase Provider Adherence to National Guidelines for Metabolic Monitoring in Psychiatric Patients

Author:

Geen, Jessica, Nursing Practice - School of Nursing, University of Virginia

Advisor:

Wilencok, Sharon, School of Nursing, University of Virginia

Abstract:

Abstract

Aim: This was a formal evaluation of a quality improvement project that was implemented at a University Health System inpatient psychiatry unit between 2017 and 2019. The project goal was to increase provider adherence to the ADA/APA 2004 Guidelines for metabolic monitoring.

Method: The Centers for Disease Control framework for program evaluation was used. Based on stakeholder feedback, five questions were answered. Reports from the University Health System data analytics, a Qualtrics survey and quantitative analysis were employed.

Results: 1. Personal reminders by an inpatient pharmacist increased rates of metabolic monitoring from 40% to 76%. Implementation of a computer "smart" rule further increased rates to 85%. 2. After 11 months, there was no statistical difference in lipid testing between the pharmacist reminders and the computer smart rule ($p = .098$, 95% CI -28.50 to 1.98). Rates were maintained with less monthly variability and with less intervention from the pharmacist after the rule was implemented. 3. The smart rule was found to fire repeatedly until a provider ordered the metabolic labs. 4. Lipid testing was the least ordered component of the metabolic panel. Qualtrics survey ($n=22$) showed providers were aware of the guidelines (55%) and agreed with them (75%). They believed the smart rule was a facilitator to adherence (85%). 5. Nurses were able to obtain 94% of labs ordered before patient discharge.

Implication: An automated computer smart rule was able to sustain and improve upon rates of provider compliance with guidelines for metabolic monitoring. This allowed reduced interventions by the inpatient pharmacist.

Degree:

DNP (Doctor of Nursing Practice)

Keywords:

metabolic, guidelines, psychiatric, inpatient

Language:

English

Rights:

All rights reserved (no additional license for public reuse)

Issued Date:

2020/05/05

Persistent Link:

<https://doi.org/10.18130/v2-9x2d-m662>

For more information...

LibraETD Links:

- Libra Main Page: libra.virginia.edu
- [ETD Deposit Checklist](#)
- [UVa ORCID Info](#)
- [Copyright Essentials](#)

- [ETD Deposit Checklist](http://www.library.virginia.edu/libra/etds/etds-checklist/): <http://www.library.virginia.edu/libra/etds/etds-checklist/>
- [UVa ORCID Info](http://www.library.virginia.edu/libra/orcid-at-uva/) <http://www.library.virginia.edu/libra/orcid-at-uva/>
- [Copyright Essentials](http://www.library.virginia.edu/libra/copyright-essentials/) <http://www.library.virginia.edu/libra/copyright-essentials/>

All links available with slides

Questions?

LIBRAETD

Online Archive of University of Virginia Scholarship

libra@virginia.edu