

Xavier University Theses and Dissertations

General Information

- Theses and dissertations can be serviced and retrieved from the Theses and Dissertations collection (McDonald Library, Third Floor, Room 309) by any library staff member, including graduate assistants (but not student assistants). For questions concerning servicing theses and dissertations contact Tim McCabe (745-4821) or Patty Greco (745-2998).
- The status of items already pulled for prearranged use for Xavier-related patrons (i.e. those having a Xavier All Card) is changed from “Available” to “On Holdshelf” and placed on the hold shelf.
- OhioLink patron requests are pulled from the Thurnaeur Room *at the time of use* by the Xavier staff member servicing the request and checked out/checked back in on Millennium. Prearranged requests are not taken. These items are not put on hold.
- Patrons not affiliated with Xavier (i.e. do not a Xavier All Card) or who are not OhioLink patrons) must make an appointment with Xavier Archives to view an item. Call Tim McCabe at 745-4821.

Servicing Procedures

- Items are checked out and checked back in on Millennium. Items circulate on 3-hour checkout, Closed Reserve.
- Insert a copy of the Xavier Archives “Theses and Dissertations Guidelines for Use” into the volume. Copies are found on the “Theses/Dissertations Return Shelf.”
- Situate the patron at the Reference Consultation Desk.
- Items must be left with the library staff member servicing the transaction while patrons are taking breaks.
- Acid-free slips are available for patron use. These slips are found on the “Theses/Dissertations Return Shelf.”
- Patrons may self-service photocopying under the monitoring of the library staff. Patrons are expected to comply with the provisions of the copyright law.
- Brittle items or items which may be prone to damage while photocopying should not be copied.
- Patrons should return items to library staff after use.
- Checked in items are placed on the “Theses/Dissertations Return Shelf” for later reshelving by the Archives staff.

Xavier University Theses and Dissertations

Guidelines for Use

- Items circulate for 3 hours on Closed Reserve.
- Items do not circulate outside the library building.
- Items are under the direct monitoring the library staff.
- Patrons work at the Reference Consultation Desk.
- Patrons should not eat or drink while materials are in use.
- Pencils only should be used while working with materials (i.e. no pens or other writing instruments).
- Tracings cannot be made from the materials.
- Post-It notes and bookmarks are not to be used. Acid-free slips are provided for patron use.
- The library reserves the right to limit access to these materials or to modify these guidelines due to the condition of the materials or the availability of staff.
- Patrons may self-service photocopying under the monitoring of the library staff. Patrons agree to comply with the provisions of the copyright law.
- Patrons should return items to the library staff when finished.

Xavier University Theses and Dissertations

Organization of Theses and Dissertations: Room 309

Wall One: Shelving Range on the Left Wall as Someone Enters

Shelves A1-D7 are ordered by call number. An example of a call number is: *Thesis 1957.R33*. Thesis stands for the type of document; followed by the year submitted (1957), and then the Cutter Number (.R33).

Shelves E3-I3 are ordered chronologically through the use of a four digit number. For instance, 7302 stands for: the year 1973, second thesis submitted for that year. Another example is 9454. This means the year 1994, the fifty-fourth thesis submitted that year. Years covered in this section are 1961 to 2004. Note: “Thesis MHA” may or may not appear in the call number for the thesis.

Shelf I4 is ordered numerically. These only contain theses for the first decade of the 21st Century (year 2000 onwards). These are Health Services Administration master’s projects. They are only categorized by a four digit project number and ordered numerically.



Xavier University Theses and Dissertations

Wall Two: Shelving Range Opposite the Left Wall Shelving Range

Dissertations have black covers and are found on Shelves J1-J5 . They are arranged first by year and then by Cutter Number. For example: 2008.D3 2008 represents the year 2008 and .D3 is the Cutter Number representing a particular author. These dissertations encompass the years 2000 and onwards.

Shelves K1-K4 are graduate theses in CHEMISTRY. They are alphabetized by author's last name. NOTE: In XPLORE individual theses have call numbers but these numbers do not appear on the bindings. Instead find them alphabetically arranged by author. Chemistry theses have a dark, brownish red covers.

