



University of Brighton

Information Services

Dissertations Holding Policy

- 1 Libraries will hold a limited number of hard copies of dissertations or equivalent with the aim of giving examples of good practice. Guidelines: 5 copies only per area.
- 2 Dissertations to be held will be chosen by academic departments.
- 3 Examples of dissertations will be from the previous year only.
- 4 A signed student permission form must be submitted with each dissertation. The form will make it clear who has access to the dissertations and under what conditions they will be held in the library. Forms will be kept securely and destroyed when dissertations are returned to academic departments.
- 5 Digital signatures will be accepted providing the form arrives from the student's university email account.
- 6 Dissertations to be handed back to departments at the end of each academic year.
- 7 Dissertations will be kept securely in Desk Loan or Help Desk and issued via library Help Desks or Self Service machines.