

Finding Dissertations and Theses

USF Dissertations and Theses

Gleeson Library | Geschke Center owns a copy of most doctoral dissertations and selected masters' theses written by USF students. These items can be located using *Ignacio*, the library catalog, and may be checked out. USF dissertations/theses with a call number beginning LD4881 are shelved in the Lower Level of the Library. They are grouped by academic program, indicated by a strip of colored tape on the spine. All other dissertations are shelved in the Stacks throughout the library. You can also find the full-text of most USF dissertations from 1978 to the present as well as abstracts of all dissertations, in the database *Dissertations & Theses @ University of San Francisco*.

Using *Ignacio*, the Library Catalog

All USF dissertations/theses at the library can be found by searching *Ignacio*. If you do not know the author or title of a USF dissertation or thesis, use one of the methods below to search for works on a specific subject or from a specific program.

To find dissertations/theses from a specific program

Search *Ignacio* using keywords to find works from a specific program:

thesis AND university of san francisco AND <program name>

For example:

thesis AND university of san Francisco AND counseling psychology

To find dissertations/theses on a specific subject

Search *Ignacio* using keywords to find works on a specific subject:

thesis AND university of san francisco AND <your subject>

For example:

thesis AND university of san Francisco AND germany

Remember to use the word *thesis* whether you are looking for a dissertation or a thesis and to spell out *university of san francisco* (using *dissertation* and/or *USF* will get no results).

Using *Dissertations & Theses @ University of San Francisco*

Dissertations & Theses @ University of San Francisco provides access to the complete text of most USF dissertations produced after 1978. To locate dissertations of interest, search by subject, author, title, advisor, etc.

Non-USF Dissertations

If you need to search for non-USF dissertations on your topic, use *ProQuest Dissertations & Theses* to search by subject, author, title, institution, etc. You can request to borrow a copy of the dissertation, or you can purchase a copy.

Borrowing Dissertations

You may be able to obtain dissertations the library does not own through the library's Interlibrary Loan (ILL) service. To request a dissertation from another library, fill out an ILL Dissertation Request form. Regional students should use the Document Delivery Book Request form. Dissertations requested through ILL or Document Delivery may take several weeks to arrive. If you need one sooner, consider purchasing a dissertation from *ProQuest Dissertations & Theses*.

Purchasing Dissertations

If a dissertation is not available through InterLibrary Loan or if you're in a hurry, you can usually purchase it from *Dissertations & Theses*. These are generally available in your choice of formats: PDF (web downloaded), unbound paper, softbound paper, hardbound paper, microfilm, and microfiche. Prices vary according to format and start at \$30 for a PDF.

How to Read a Call Number That Begins with LD4881

Dissertations and theses whose call numbers begin with LD4881 are all read the same way. On the spine of the dissertation, the number looks like this:

LD
4881
S16588
S57

The first three lines are the same for all dissertations/theses in the same program regardless of the subject of the work. The fourth line indicates the author of the work. It is this last line that determines in what order the dissertations/theses are put on the shelf. The fourth line (which is always a letter followed by some numbers) is read alphabetically and then as a decimal number. So, for example P8 comes after P75 and before P99, and the dissertations would look like this on the shelf:

LD	LD	LD
4881	4881	4881
S16588	S16588	S16588
P75	P8	P99

Tips for the most direct way to search Ignacio to find dissertations/theses associated with a specific program

Program	Best Method to Search <i>Ignacio</i>	Location
Biochemistry, M.S.	Search by Keywords: thesis AND university of san Francisco AND Biochemistry	Stacks
Biology, B.S., honors degree	Search by Call#: LD4881.S16572	Stacks
Biology, M.S.	Search by Keywords: m.s., Biology	Stacks
Business Administration, M.B.A (no longer collecting theses).	Search by Keywords: m.b.a., Business Administration	Stacks
Chemistry, M.S.	Search by Keywords: m.s., Chemistry	Stacks
College of Professional Studies, senior project, B.S. or B.P.A.	Search by Call#: LD4881.S16574	Sacramento Library
Computer Science, M.S.	Search by Keywords: m.s., Computer Science	Stacks
Economics/International Economics, M.A.	Search by Keywords: m.a. AND thesis AND Economics	Stacks
Education, Ed. D. or Psy.D.,	Search by Call#: LD4881.S16588	Lower Level (blue)
Education, Ed. D., or Psy. D., Counseling Psychology	Search by Keywords: thesis AND university of san Francisco AND Counseling Psychology	Lower Level (blue)
Education, Ed. D., Learning and Instruction	Search by Keywords: Ed. D. AND Learning and Instruction	Lower Level (blue)
Education, Ed. D., Organization and Leadership	Search by Keywords: Ed. D AND Organization and Leadership	Lower Level (blue)
Education, Ed. D., International and Multicultural Education	Search by Keywords: Ed. D. AND International and Multicultural Education	Lower Level (blue)
Education, Ed.D., Catholic Educational Leadership	Search by Keywords: Ed. D. AND Catholic Educational Leadership	Lower Level (blue)
Environmental Management, M.S.	Search by Keywords: thesis and environmental management	Lower Level (green)
Nonprofit Administration, M.A. or M.P.A.	Search by Call#: LD4881.S16583	Lower Level (red)
Nursing, M.S. (no longer collecting theses)	Search by Keywords: thesis AND university of san Francisco AND Nursing	Stacks
Political Science, M.A. (no longer collecting theses)	Search by Keywords: thesis AND university of san Francisco AND Political Science	Stacks
Public Administration, M.A. or M.P.A.	Search by Call#: LD4881.S16578	Lower Level (green)
Public Service, M.A.	Search by Call#: LD4881.S16578	Lower Level (green)
Theology, M.A. (no longer collecting theses)	Search by Keywords: m.a. theology	Stacks
Writing, M.A. or M.F.A.	Search by Call#: LD4881.S16582	Lower Level (yellow)