

Post copyright full workflow v.5 (May 2008)

- Titles already selected for retention
- Rare, unique, special materials have been pulled out already

Within Preservation, copyright status determined by OPS or higher level staff using Cornell Standards

In copyright

Not in copyright

DIGITAL replacement sought:
 Preservation OPS reviews selected online repositories for digitized copy.
 Uses replacement criteria to determine if content found is 'acceptable' replacement
 WORKFLOW G

Yes, digital copy available and permissions are clear

No, not available. Search for physical replacement

No, no digital copy available

Yes, digital copy available.

OPS adds URL of scanned copy to spreadsheet, Excel to CatMet for addition of electronic record to Aleph and books WD'd
 WORKFLOW E

Physical replacement available

Acquire, catalog and process

Digitize in house
 WORKFLOW B (Can use DLC documentation)

OPS adds URL of scanned copy to spreadsheet, Excel to CatMet for addition of electronic record to Aleph and books sleeved and sent to UFSTO, BRTTL
 WORKFLOW F

Seek permissions

Q: How much effort and time to spend on this?

Permission granted

Permission not granted

Dark archive the physical book until out of copyright or available elsewhere (annual review??)
 WORKFLOW D

Digitize in house
 WORKFLOW A (Can use DLC documentation)

Resources available
 Add 'request me' button to Aleph, with scanning upon request
 WORKFLOW C

NOTE: **Slurping** means getting a copy of digital files from some other location and ingesting them into UFDC. This is **only** allowed when permission is explicitly granted, there are good quality files and \$\$ for DLC is available

