PDF files workflow

1st

1 day

2nd

2 days

4th

1 day

5th

21 days

25th

5 days

30th

3 days

3rd
foll. month

1 day

4th
foll. month

Acquisition creates list
of PDF titles

FD reviews and
approves
list of titles

Acquisitions completes
information needed in
PDF apps

Distributes
for Cataloging

Preservation sends the
permission's
notification letters
for selected titles
*for non-blanket permission

Acquisition adds
metadata to PDF and
notification files

Create OFORS
Record of PDF files
and raise orders

Preservation bag-it the
PDF files. Notifies
and send to
Linda Geisler and
Rick Fitzgerald

FD approves PDF
records in OFORS

Receive

Head of Acquisition
informs CRS, CAPSEA,
NLA, KITLV, EFEO and
OpenSource

Repeat
Process for
next batch