

Lending Requests: Digitizing Entire Works Customizable Workflow Template

OCLC SHARES Sharing Special Collections through Interlibrary Loan

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Instructions: Consult with locally determined individuals (e.g., interlibrary loan, special collections, archives, and/or digitization staff) to create a workflow for your institution. Insert the name of a unit or individual(s) to perform each step. Add more steps and/or details as appropriate.

Lending Requests: Digitizing entire works

1. Request arrives via interlibrary loan (ILL) and may be a digitization request or a loan request that meets local criteria for potential digitization in lieu of a physical loan.
2. [Insert name of unit or individual] searches open access resources (i.e. HathiTrust, Internet Archive, and Google) for an existing digital copy if the title was published 95+ years ago and is likely in the public domain.
 - a. If already digitized, [Insert name of unit or individual] notifies requesting library by providing them a link to the resource.
 - b. If not yet digitized, [Insert name of unit or individual] retrieves item from shelf or storage.
3. [Insert name of unit or individual] conducts an item assessment to determine if it is eligible for scanning. Assessment factors may include, but are not limited to: size, condition, donor restrictions, copyright, availability of staff/equipment, etc. [Insert name of unit or individual] promptly notifies the requesting library if the assessment concludes that the item is not eligible for scanning and/or loan.
4. [Insert name of unit or individual] determines if scanning entire work is in accordance with relevant copyright law. Before cancelling any request for copyright reasons, contact the borrowing library to determine if it can secure copyright permission for the scan and provide written approval from the rights holder to the supplying library.
5. [Insert name of unit or individual] determines appropriate staff/equipment to produce a scanned copy of the item.
6. [Insert name of unit or individual] adds an alert for the borrowing library if appropriate: "Pls note - This is the best scan possible based on the condition of the item." This should

alleviate questions when an item is of poor quality, which can result in a scan that is less than optimal but the best scan that can be achieved.

7. [Insert name of unit or individual] returns item to shelf, storage, or other designated location.
8. [Insert name of unit or individual] considers adding the scanned copy to an open access site (e.g., Hathi, Internet Archive, local digital repository) if appropriate and of high quality. [Insert name of unit or individual] also considers cataloging the item locally and on WorldCat if possible, to enhance access.