

Lending Requests: Scans of Small Portions 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: Scans of small portions (e.g., articles/chapters/folder)

1. Article/chapter/portions request arrives via interlibrary loan (ILL).
2. [Insert name of unit or individual] retrieves item from shelf or storage.
3. [Insert name of unit or individual] reviews appropriateness of special collections piece for scanning. Review factors may include, but are not limited to: size, condition, donor restrictions, copyright, availability of staff/equipment.
 - a. If **unable** to fill, [Insert name of unit or individual] notifies requesting library promptly and specifies reason.
 - b. If **able** to fill, [Insert name of unit or individual] determines appropriate staff/equipment to be used for scanning.
4. [Insert name of unit or individual] scans requested article/chapter/folder so that the electronic copy resembles the original in appearance, legibility, and completeness with appropriate attention paid to image color and clarity, margins, page orientation, and any accompanying references, plates, or appendices.
5. [Insert name of unit or individual] updates request in ILL request management tool and delivers file electronically to the requesting library.
6. [Insert name of unit or individual] returns item to shelf or storage as appropriate.