

8/10/2005

Receiving Unit

Initiate Workflow for Digitization



- 1) Object selected for digitization
- 2) Process decisions made
 - a) Disbind?
 - b) Final disposition
- 3) Physical resource routed to DLC



Collection Managers

Was process decision made?

NO

YES

Item received to DLC

OCLC record created



Cataloging Department

OCLC record found?

NO

YES

Item sent to Cataloging

- 1) Assign project code
- 2) Print record & edit



Receiving Unit Head

- 1) Attach barcode to flag
- 2) Disbind material (if appropriate)



Materials Preparator

FUTURE Tracking data:
Selected elements from ALEPH
record. Currently must batch load data
from ALEPH into tracking using a
tickler (TKR) system.

