Classic Digitization Project requiring Bibliographic Metadata

Preservation & Digitiozation

Start Process → Review the Project Proposal form → Assess existence and quality of bibliographic records

Records exist and are of good quality — Yes → Communicate assessment results with Preservation & Digitization and requester

No → **Can complete work with existing resources?**

Is it possible to complete the work with existing staff or students?

Can complete work with existing resources? — Yes → Communicate assessment results with Preservation & Digitization and requester

May affect scope, timing, and/or feasibility

No → **Outsourcing is feasible?**

Outsourcing is feasible? — No → Notify requester and Preservation & Digitization that Bibliographic Initiative is unable to perform the required bibliographic cataloging → Bibliographic Initiative will decline the project at this time. → End Process

Outsourcing is feasible? — Yes → Will communicate options with requester and Preservation & Digitization → **GAP:** No current process in place! We need a process to determine how to assess and move forward with outsourcing

Communicate assessment results → **Project is approved?**

Project is approved? — No → End Process

Project is approved? — Yes → **Did records exist and were of good quality?**

This information is available from earlier assessment

Did records exist and were of good quality? — No → Request original materials → Create/enhance records in WorldCat and Sierra → Update inventory (from Preservation & Digitization) if needed → Return original materials to Preservation & Digitization → Notify requester and Preservation & Digitization via email that Bibliographic Initiatives has completed their work → End Process

Use materials (if needed) Inventory & metadata (if available)

Add Sierra record numbers, OCLC numbers, barcodes, etc.

Did records exist and were of good quality? — Yes → Notify requester and Preservation & Digitization via email that Bibliographic Initiatives has completed their work

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