

Digital Files: Acquiring/Cataloging/Local Archiving (LTS Procedure #85)

General note: In the case of resources which are free on the web, the LTS default is to add a bibliographic record to FOLIO which points to the resource.

If a selector requests a PDF for purchase and indicates that the resource should be printed or archived in eCommons, see the appropriate section below. The steps outlined below do not take into account any open licensing issues. It assumes that the requested item is available for use within the Cornell community without other restrictions or terms of agreement in the case of digitized copies. In the event that the selector asks that the item be printed and housed in the library, it assumes that the appropriate permission has been established.

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Unit: LTS Ordering, LTS Cataloging

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[Printing Digital Content](#)
[Archiving Licensed Digital Content](#)

A. Printing Digital Content

1. Ordering staff receives request to purchase a digital item (i.e. PDF), with instructions that it should be *printed*, not loaded into eCommons.
2. Ordering staff order from the appropriate website.
3. When transaction is complete, Ordering staff saves the file with appropriate name to **ds-deptshares/lts/AcqDocs/PDFsToBePrinted**.
4. Ordering staff create a PO and a bib record in FOLIO.
5. Ordering staff records requester/notify information in FOLIO Inventory record.

Administrative note

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REQ: dd27@, Donald Duck

6. Ordering staff contacts selector to determine to which fund the printing/binding should be charged.
7. Ordering staff access form at http://bigredprint.cornell.edu/Digital_Services_Print_Requ.pdf to be sent to Cornell Print Services. Currently it's not possible to save the completed form to a PC. So we will print the form, complete it, then ask LTS administrative staff to scan and send as a PDF attachment to Ordering staff.
8. Ordering staff will send form, along with the PDF(s) to be printed, to digital@cornell.edu
9. When item(s) are received back at Olin via the campus mail, Ordering staff will need to receive the items in FOLIO, and send the receipt to Accounting Services before sending items to Cataloging.
10. Catalog staff will handle as non-microform reproductions following LCRI 1.11.

B. Archiving Licensed Digital Content

1. Ordering staff receive request to purchase a digital item (i.e. PDF).
2. Refer to [Licensing Principles](#).
3. Ordering staff orders from the appropriate website.
4. When transaction is complete, Order staff will save the file with appropriate name to **ds-deptshares/lts/DigitalAcq**. Or Ordering staff may use the Cornell DropBox (<http://dropbox.cornell.edu/>) to send the files to the Cataloging specialist.
5. Ordering staff create a PO and a bib record in FOLIO, assuming item will be used in electronic form.
6. Ordering staff will record requester/notify information in FOLIO inventory record.

Administrative note

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7. Ordering staff will notify Cataloging specialist by email that item has been received and is ready to be cataloged.
8. Cataloging specialist catalogs the resource, uploads the item to eCommons and creates the metadata record in eCommons.
9. After cataloging, Cataloging specialist notifies requester/selector by email that item is available in the Locally Owned Content collection of eCommons (<http://ecommons.library.cornell.edu/handle/1813/22244>).