

## Digitize on Demand Institutional Workflow

USER submits request

WEBSITE emails [bostonlocaltv@wgbh.org](mailto:bostonlocaltv@wgbh.org) with record ids and contact info of user

BLTV contacts HOLDING INSTITUTION to see if asset is available and they're comfortable streaming it on the website

If not available:

BLTV contacts USER to tell them item is unavailable. BLTV annotates the record to reflect state of unavailability.

If available:

HOLDING INSTITUTION provides BLTV with time/cost estimate

BLTV contacts USER with time/cost estimate

USER contacts BLTV to agree to time/cost estimate (or they don't and then we don't proceed)

BLTV contacts HOLDING INSTITUTION with user contact

BLTV changes status of request on WEBSITE to "Digitizing"

HOLDING INSTITUTION contacts USER to make payment arrangements

HOLDING INSTITUTION digitizes content and writes description (descriptions can be written at WGBH rather than the holding institution if necessary)

HOLDING INSTITUTION delivers appropriately named proxy and thumbnail files and descriptions to BLTV

BLTV updates records and adds subject headings

BLTV adds media to server, exports records, and ingests new records onto the WEBSITE.

BLTV changes status of request on WEBSITE to "Digitized"

BLTV notifies USER that video available

BLTV writes blog post about new video on WEBSITE

