Background

- Special Collections staff handled scanning for ODD requests
- Spec Coll’s asset management & filenaming
  - Images and metadata were tracked in an Access database
  - Filenames were decontextualized from items/collections
  - Files were uploaded to Dropbox or burned to a disc and mailed
  - Staff time spent emailing/doing follow up
Cross-Departmental Process

Patron
- Asks a reference question
- Requests materials to be digitized
- Fills out web form

Special Collections
- Receives notification of completed form via email
- Identify materials
- Prepare materials for digitization
- Review and enhance patron-submitted metadata
- Deliver materials to Digitization Unit

Digitization
- Receives notification of upcoming materials delivery via email
- Materials scanned in 2–3 weeks
- Files managed according to patron request date
- Digital technician uploads access files to app for delivery
- Materials returned
O.D.D. Policy

- Manages expectations of stakeholders
- Institutes filenaming and imaging standards
- Creates schedule for turnaround time and materials delivery
- Developed collaboratively
On-Demand Digitization App

Statistics

REQUESTS

9

NEW ................. 5
RETURNING ........... 4

AFFILIATIONS

UH UNDERGRAD STUDENT .......... 2
UH GRAD STUDENT ............... 0
UH LIBRARIES STAFF ............ 3
UH FACULTY .................... 2
UH STAFF ...................... 0
STUDENT (OUTSIDE) ............ 1
FACULTY/STAFF (OUTSIDE) .... 0
OTHER INSTNL AFFILIATION .... 0
GENERAL PUBLIC .............. 1

ITEMS

149

DELIVERED ............... 111
PROCESSING .............. 38

Patron Request Detail

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Email</th>
<th>Affiliation</th>
<th>Total Items</th>
<th>Delivered</th>
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</thead>
<tbody>
<tr>
<td>04/04/2017</td>
<td>Bethany Scott</td>
<td><a href="mailto:bscott3@uh.edu">bscott3@uh.edu</a></td>
<td>UH Libraries Personnel</td>
<td>26</td>
<td>✔️</td>
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### New Request

**Patron Information**

<table>
<thead>
<tr>
<th>Request Date</th>
<th>2017-04-21</th>
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<tbody>
<tr>
<td>Patron Name</td>
<td>Bethany Scott</td>
</tr>
<tr>
<td>Patron E-mail</td>
<td><a href="mailto:bscott3@uh.edu">bscott3@uh.edu</a></td>
</tr>
<tr>
<td>Affiliation</td>
<td>UN Librarian Personnel</td>
</tr>
<tr>
<td>Intended Use</td>
<td>Administrative (LM)</td>
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**Project Description**

Organizations for Creative Writing vest pocket guide

**Special Requests / Additional Notes**

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Collection/Book Title</th>
<th>OCLC Number</th>
<th>Location/Call Number</th>
<th>Item Date</th>
<th>Rights</th>
<th>Item File</th>
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<tbody>
<tr>
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<td>2010-019</td>
<td>F1</td>
<td>1995-07-23</td>
<td>INC</td>
<td>[UNLOCK]</td>
</tr>
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<td>Cynthia Macdonald Papers</td>
<td>2010-019</td>
<td>F1</td>
<td>1980-</td>
<td>INC</td>
<td>[UNLOCK]</td>
</tr>
<tr>
<td>Reception at Brazos Bookst...</td>
<td>Cynthia Macdonal Papers</td>
<td>2010-019</td>
<td>F1</td>
<td>1985-10-02</td>
<td>INC</td>
<td>[UNLOCK]</td>
</tr>
<tr>
<td>Diploma for Cynthia Macdo...</td>
<td>Cynthia Macdonald Papers</td>
<td>2010-019</td>
<td>F1</td>
<td>1987-07-07</td>
<td>INC</td>
<td>[UNLOCK]</td>
</tr>
</tbody>
</table>
Future Directions

- Developing workflow for UH Digital Library ingest
- Metadata Unit will be incorporated into workflow
- Copyright assessment
- Preservation workflow for approved materials
- User-driven digital collection development