LICENSE MANAGEMENT WORKFLOW

Scholars Portal contacted about a product

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Confirm if this is a new product or a renewal

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Has a local load agreement already been signed with the vendor?

No ← → Yes

No: Work with vendor to sign local load agreement

Yes: Confirm with vendor that new content is covered by the local load agreement, and that terms of the content and local load agreements align

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Confirm proper collections

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Ensure content meets SP technical specifications for loading

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Load content

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Ingest into TDR