**Respond:**

* Syllabus
* PDF
* Webpages

**Syllabus Service:**

* Syllabus data entry

**Analyze:**

* Prelims (bib details check, searching for existing e-Resources)
* Analysis/Copyright determination
* Requesting/receiving/retrieving documents
  + LOCR/Shared drive
  + Docdel
  + ILL
* Processing files (ABBY)
* Sending to contact
* Releasing material to students
* eBooks (GOBI)
* eResources (switching)

**Contact/Review:**

* Confirming analysis
* Determining rightsholder
* Submitting permissions request
* Following up on permissions requests
* Receiving/recording permission
  + Saving license docs (filename conventions)
  + Credit lines
* Denials
* High-Cost licenses
* Finances
  + AP
  + Credit Card
* eBook purchase requests