**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