

Preservation Activities at the Library of Congress

Part 1: Process Model

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Part 1: Process Model

Purpose

This process model is a structured representation of the processes and activities carried out by the Library of Congress for the purposes of preserving its collections.

It is intended to serve as a means of clarifying the extent of those processes and activities, their interrelationships, and the information transactions associated with them.

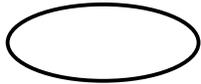
The process model is also intended to serve as the basis for a more detailed analysis of the information that is required to support the preservation activity and the development of an information model (see Part 2).

Scope

The process model is centred on the processes and activities carried out at the Library of Congress, both within the Preservation Directorate and within the custodial divisions. It is intended to reflect the full range of those processes and activities, and to identify in a comprehensive way the information transactions that occur as part of those activities.

Earlier drafts of the process model were reviewed with managers and staff from within the Library of Congress as well as with participants in a focus group comprising representatives from a number of other research libraries. This revised and expanded draft incorporates additions and changes to the process model identified in the course of both internal and external review.

Diagramming Conventions



An oval (or “bubble”) represents a major process or group of processes.



The lines and arrows connecting one “bubble” with another represent the logical workflow from one stage of processing to the next.



A solid circle at the end of a line represents an endpoint in the logical workflow within the preservation activity.

Process Model – Overview

The process model overview (Figure 1) depicts the major preservation processes and activities (as defined in Table 1) that are carried out by the Library of Congress. The processes are represented as “logical” stages in the processing flow; they do not necessarily reflect the alignment of responsibilities among organizational units within the Library. Similarly the workflow represents a typical progression from one process to another; it does not attempt to reflect in detail the flow of materials from one organizational unit to another, nor does it capture details of workflow that may occur on an exceptions basis. Although the diagram shows the workflow as a linear sequence from one process to another, in the actual workflow two or more processes may occur in parallel and the progression from one process to another may be iterative.

The diagram shows the preservation workflow originating from two sources: accessions (i.e., newly acquired materials emanating from the cataloguing process), and collections (i.e., materials stored as part of the library’s permanent holdings).

As diagrammed, newly acquired materials follow one of three logical workflows: one through *marking*, a second through *scheduling*, and a third through *assessing*. From *marking* materials may be directed to *delivery* and proceed

to the collections without any further processing, or they may flow first through *quality review*. From *assessing* materials proceed either to *scheduling* or to *replacement*, or they may be sent directly for *disposition* or for *delivery* to the collection. From *replacement* the original and the replacement may be sent for *disposition* and *delivery*, respectively, or the original may be sent for *disposition* and the replacement may be cycled back for *assessing*. From *scheduling* materials flow to *preparation*. From the *preparation* stage materials flow either directly to technical processing performed on-site, or through *shipping* for technical processing off-site. From the technical processing stage (*housing, binding, treatment, or reformatting*) materials flow either directly to *quality review* (when the technical processing is performed on-site) or through *receiving* (when technical processing is performed off-site). From *quality review* materials may proceed through *delivery* to the collections without any further processing, or may be cycled back through *preparation* and technical processing for the correction of deficiencies noted at the *quality review* stage. If newly acquired materials have been reformatted at this stage they may flow from *quality review* through *storing* (of the preservation master), and from there the original proceeds either through *disposition* or through *delivery* to the collections along with the reformatted product.

Materials stored as part of the library's permanent holdings enter the preservation workflow either through *monitoring* or directly to either *assessing* or *scheduling*. From *assessing* materials proceed either to *scheduling* or to *replacement*, or they may be sent directly for *disposition* or for *delivery* back to the collection. From *replacement* the original and the replacement may be sent for *disposition* and *delivery*, respectively, or the original may be sent for *disposition* and the replacement may be cycled back for *assessing*. From *scheduling* materials flow to *preparation*. From the *preparation* stage collection materials follow the same flow as newly acquired materials: to technical processing (either directly or through *shipping*), on to *quality review* (either directly or through *receiving*), and then they either proceed through *delivery* to be returned directly to the collections or are re-cycled through *preparation* and technical processing for the correction of deficiencies. Collection materials that have been reformatted may flow from *quality review* through *storing* (of the preservation master), and from there the original proceeds either through *disposition* or through *delivery* to the collections along with the reformatted product.

Routing and *tracking* are depicted at the bottom of the diagram as processes that parallel the flow of materials from the point at which they enter the preservation workflow until they are sent to the collections for shelving or are handed off to acquisitions staff for replacement.

Planning, maintaining equipment and supplies, research, training, and outreach are depicted as independent activities outside the processing workflow *per se*.

Figure 1: Process Model - Overview

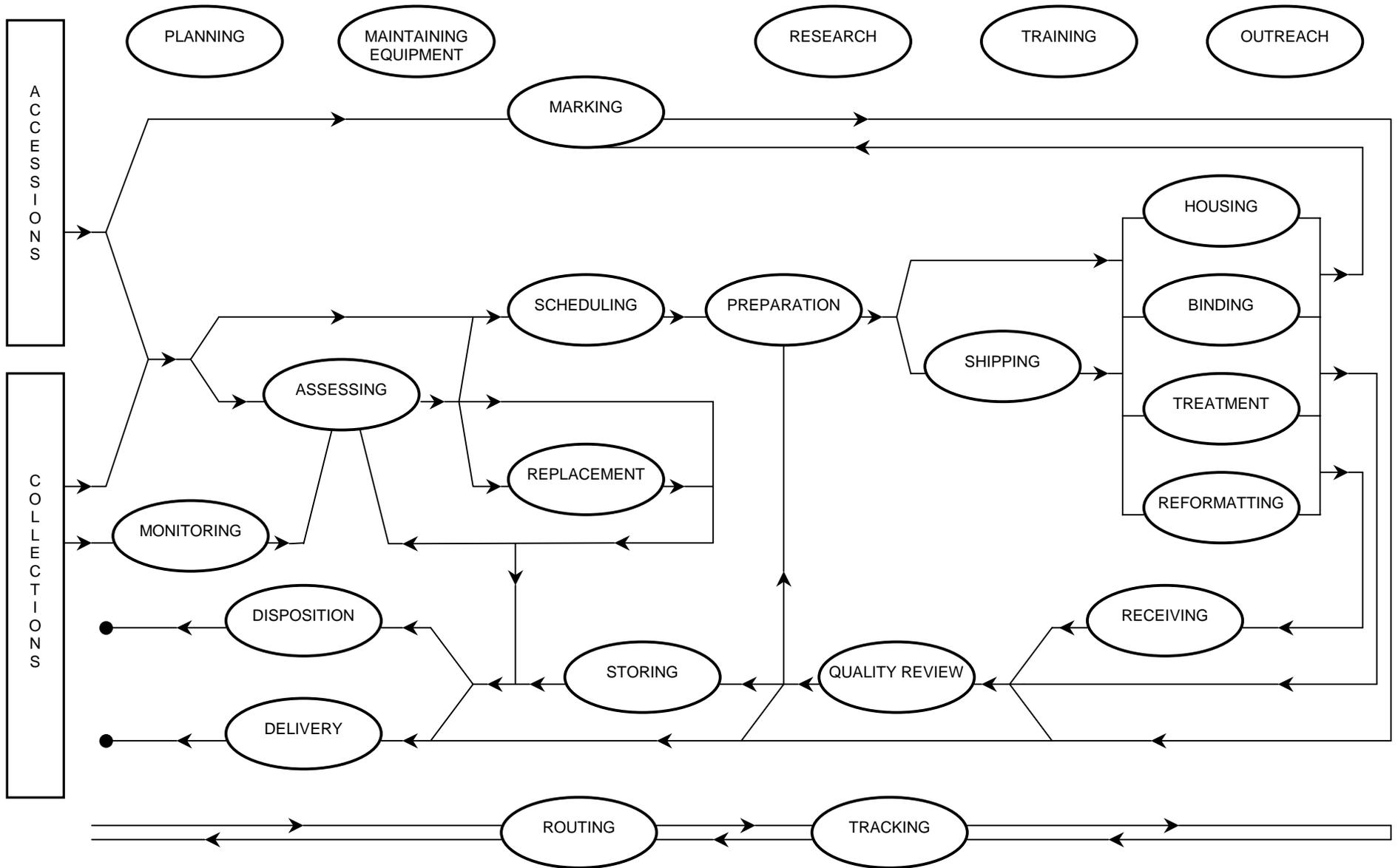


Table 1: Process Model – Overview – Process Definitions

Process	Definition / Inclusions / Exclusions
Marking	The process of applying a label or other mark or device to an item for purposes of identification and/or security. Includes the application of call number labels, bar codes, property stamps, bookplates, and security strips (also referred to as “shelf preparation”). Includes encryption, watermarking, and the application of other technological protection measures to digital materials.
Monitoring	The process of monitoring and reporting on environmental conditions in collection storage, processing and exhibition areas and the condition of materials in the library’s collections. Includes electronic monitoring of temperature, humidity, air quality, etc.; measurement of light exposure; systematic and ad hoc surveying of the condition of collections; monitoring and reporting on incidents affecting collection materials; monitoring of collection materials as part of the circulation process.
Assessing	The process of assessing and reporting on the physical condition or use of an item or group of items. Includes the determination of appropriate procedures and techniques for assessing physical condition; the application of testing procedures and assessment techniques; the recording of test results and condition assessment; the recording of use assessments; the marking of an item to indicate the results of an assessment; the determination of availability of existing masters; the checking of rights information; the formulation of recommendations for preservation action.
Scheduling	The process of scheduling an item or group of items for preservation action. Includes scheduling for housing, binding, treatment, or reformatting; scheduling periodic binding for serial issues; scheduling periodic “migration” of digital materials.
Replacement	The process of replacing an item. Includes the identification of items as candidates for replacement; the reporting of candidate items to acquisitions staff; following up on the acquisitions process.

Preparation	The process of preparing an item or group of items for housing, binding, treatment, or reformatting. Includes the clearance of rights; preparation of instructions for binding, housing, treatment, or reformatting; collating and examination; preparation and insertion of targets, guides to contents, etc.; the selection of a supplier or contractor to perform the technical work of housing, binding, treatment, or reformatting. Excludes the technical processes of housing, binding, treatment, or reformatting <i>per se</i> .
Shipping	The process of dispatching an item, group of items, or order to an external site and/or vendor for housing, binding, treatment, or reformatting. Includes the preparation of shipping labels; the selection of a shipping agent; the preparation of shipping orders, bills of lading, etc; the handling of outgoing shipments.
Housing	The process of preparing a protective enclosure, casing or housing for an item. Includes the construction of protective enclosures, casings, etc.; selecting an appropriate pre-fabricated enclosure for an item.
Binding	The process of making and affixing a binding to a book. Includes both in-house binding and commercial bookbinding.
Treatment	The process of stabilizing or repairing an item through chemical or physical treatment. Includes deacidification and alkaline buffering of books and other paper-based items; chemical “bathing” of microforms and other film-based items; paper splitting; cleaning; the preparation and application of tip-ins, new covers, etc.; page mending; the replacement of damaged or missing pages; the consolidation of text blocks; the repair of non-book materials.
Reformatting	The process of producing a reformatted replacement or alternative copy for an original item. Includes the technical processes involved in photocopying, microfilming, film duplication, video transfer, sound duplication, digitization, “migrating”, etc.

Receiving	The process of receiving an item, group of items, order, or shipment from an external site and/or vendor after completion of housing, binding, treatment, or reformatting. Includes the handling of incoming shipments; checking against bills of lading, etc.
Quality Review	The process of reviewing the work done in the housing, binding, treatment, or reformatting processes to determine that the work conforms with established quality standards. Includes visual examination; the application of physical and chemical tests; the flagging of deficiencies.
Storing	The process of placing an item in an environment that meets preservation requirements and restricting access to the item. Includes the storage of microform masters under controlled conditions; the archiving of digital objects; the storage of audio-visual items in deep cold storage; the restriction of access to fragile materials.
Disposition	The process of de-accessioning an item or group of items from the library's permanent holdings. Includes the disposition of an original copy of an item following the production of a reformatted replacement or alternative.
Delivery	The process of delivering a processed item and/or a reformatted replacement or alternative to a client. Includes the delivery of originals after completion of housing, binding, treatment, or reformatting; the delivery of service copies to a custodial division after completion of reformatting; the delivery of a duplicate copy to a library patron or other client after completion of photo duplication, film duplication, video transfer, digitization, etc.
Routing	The process of routing an item or group of items to a processing stage or unit. Includes the sorting of items for processing; the preparation of routing instructions; the physical dispatch of items. Excludes shipping to an external site and/or vendor (see Shipping).
Tracking	The process of tracking the progress of an item through various stages of processing. Includes reporting the receipt of an item in a processing unit and its dispatch from the unit; identifying the physical location of an item, group of items, order, or shipment.

Planning	The process of formulating and reviewing objectives, programs, budgets, policies, procedures, etc. Includes the development of cyclical plans (quarterly, annual, multi-year etc.) for a directorate, division, section, etc.; the development of plans for specific projects, etc.; budgeting and resource allocation; development and review of policies and procedures.
Maintaining Equipment and Supplies	The process of maintaining inventories of equipment and supplies to support the preservation activity. Includes the acquisition and maintenance of equipment used in preservation processing; the maintenance of inventories of materials and supplies for housing, binding, treatment, and reformatting. Excludes office supply inventories and the maintenance of office equipment not specifically designed for preservation purposes.
Research	The process of conducting technical research relevant to the preservation of library materials. Includes research on permanency of paper, longevity of photographic, magnetic, and optical media; research and testing of adhesives, binding materials, storage devices, etc.
Training	The process of training library staff, contractors, staff in other libraries, and the public in preservation techniques and procedures. Includes the development of training session and workshop outlines; the preparation of content; the assembly of demonstration items, materials and equipment for use in training sessions; the contracting of experts; the scheduling of training sessions and workshops; the delivery of training sessions and workshops.
Outreach	The process of sharing knowledge and expertise in preservation matters with individuals and groups outside the Library of Congress. Includes the making of presentations at conferences and symposia; the communication of research findings and reports on preservation initiatives and activities through publication, etc.

Process Analysis

In the tables that follow, each of the processes defined in the process model overview (Table 1) is broken out into its constituent tasks and the information transactions associated with each task. Each task and information transaction is correlated with the divisions in the Preservation Directorate, Public Service Collections, and Area Studies in which the task or information transaction is carried out. The divisions are identified as follows:

Preservation Directorate

BCCD = Binding and Collections Care Division
CD = Conservation Division
MDP = Mass Deacidification Program
PRD = Preservation Reformatting Division
PDS = Photoduplication Service
PRTD = Preservation Research and Testing Division

Public Service Collections and Area Studies

AFC = American Folklife Center
CMD = Collections Management Division
EUR = European Division
G&M = Geography and Map Division
HISP = Hispanic Division
HSS = Humanities and Social Sciences Division
MBRS(I) = Motion Picture, Broadcasting, and Recorded Sound Division – Moving Image
MBRS(S) = Motion Picture, Broadcasting, and Recorded Sound Division – Recorded Sound
MSS = Manuscript Division
MUSIC = Music Division
P&P = Prints and Photographs Division
RBSC = Rare Books and Special Collections Division
SER = Serials Division
ST&B = Science, Technology, and Business Division

Table 1.1: Process Model – Marking – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive items for marking	✓						✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
<input type="checkbox"/> create/update tracking information	✓							✓	✓			✓		✓	✓						
<input type="checkbox"/> create/update task information								✓	✓			✓									
➤ Prepare/apply spine label / box label	✓	✓		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
<input type="checkbox"/> confirm item identification information	✓	✓		✓	✓			✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
<input type="checkbox"/> format call number for label	✓	✓		✓	✓			✓	✓	✓		✓		✓			✓	✓			
➤ Prepare/apply property stamp / security strip	✓							✓	✓	✓		✓				✓	✓	✓	✓		
➤ Prepare item bar code (as needed)	✓		✓	✓				✓			✓	✓			✓			✓	✓		
➤ Apply bar code label and register in database	✓		✓	✓				✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
<input type="checkbox"/> confirm item identification information	✓		✓	✓				✓		✓	✓		✓	✓			✓	✓	✓	✓	
<input type="checkbox"/> create/update item identification information	✓		✓	✓				✓		✓	✓		✓	✓			✓	✓	✓	✓	
➤ Complete/document marking process	✓							✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	
<input type="checkbox"/> create/update tracking information											✓	✓									
<input type="checkbox"/> create/update task information	✓											✓									
<input type="checkbox"/> update item status (availability) information	✓							✓	✓		✓	✓	✓	✓	✓		✓			✓	
<input type="checkbox"/> update routing information	✓											✓									
<input type="checkbox"/> compile task information	✓														✓						

Table 1.2: Process Model – Monitoring – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Monitor/report environmental conditions		✓			✓	✓		✓		✓			✓	✓	✓	✓	✓	✓		
□ create/update environmental information		✓			✓	✓		✓		✓			✓	✓	✓		✓	✓		
➤ Report on incidents		✓			✓			✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
□ create/update incident information		✓			✓			✓		✓			✓	✓	✓	✓	✓	✓	✓	
□ create/update response information		✓			✓					✓										
□ create/update item condition information		✓			✓			✓		✓								✓		
➤ Conduct collection condition surveys		✓						✓	✓			✓						✓		✓
□ create/update survey information		✓						✓	✓			✓						✓		
□ compile survey information		✓						✓	✓			✓						✓		

Table 1.3: Process Model – Assessing – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Prepare/receive/register action request	✓			✓	✓		✓	✓				✓	✓	✓	✓		✓	✓		
<input type="checkbox"/> create/update action request information	✓			✓	✓							✓	✓	✓	✓		✓			
<input type="checkbox"/> create/update item use information	✓							✓				✓	✓				✓			
<input type="checkbox"/> create/update tracking information	✓			✓	✓			✓				✓					✓			
<input type="checkbox"/> create/update task information				✓	✓								✓							
<input type="checkbox"/> compile action request report				✓				✓									✓			
➤ Develop assessment procedure	✓	✓	✓	✓		✓	✓										✓	✓		
<input type="checkbox"/> create/update assessment procedure information	✓	✓	✓	✓		✓											✓			
➤ Evaluate item	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> create/update item structure information	✓	✓	✓	✓	✓	✓		✓		✓		✓					✓	✓		
<input type="checkbox"/> create/update item condition information	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓			✓	✓		
<input type="checkbox"/> create/update serviceability information	✓	✓		✓	✓			✓		✓							✓	✓	✓	
➤ Check reproduction rights information				✓	✓		✓	✓		✓		✓		✓			✓	✓		
<input type="checkbox"/> check restrictions on expression/manifestation/item				✓	✓		✓	✓		✓		✓	✓	✓			✓	✓		
➤ Estimate treatment resource requirements	✓	✓	✓	✓	✓		✓	✓		✓				✓			✓			
<input type="checkbox"/> create/update assessment information	✓	✓	✓	✓	✓			✓		✓							✓			
➤ Determine availability of alternative copy/master		✓		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> search alternative copy/master		✓		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
➤ Recommend/decide disposition of original		✓		✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> create/update recommended action information		✓		✓				✓		✓		✓	✓	✓	✓		✓	✓		
➤ Recommend/decide processing action	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> create/update recommended action information	✓	✓	✓	✓	✓			✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	

Table 1.3: Process Model – Assessing – Tasks and Information Transactions (cont'd)

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Complete/document assessment process	✓	✓	✓	✓	✓		✓	✓		✓			✓	✓	✓	✓	✓	✓		
<input type="checkbox"/> create/update assessment information		✓					✓	✓	✓				✓	✓	✓		✓	✓		
<input type="checkbox"/> create/update tracking information	✓	✓						✓	✓				✓							
<input type="checkbox"/> create/update task information		✓						✓					✓	✓		✓				
<input type="checkbox"/> update routing information	✓	✓						✓					✓							

Table 1.4: Process Model – Scheduling – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Prepare/receive/register action request	✓	✓		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
<input type="checkbox"/> create/update action request information	✓	✓		✓	✓				✓	✓		✓	✓		✓		✓		✓		
<input type="checkbox"/> create/update tracking information	✓			✓	✓				✓	✓			✓		✓		✓		✓		
<input type="checkbox"/> create/update task information	✓			✓									✓				✓				
➤ Decide internal/external processing	✓			✓	✓		✓	✓					✓	✓		✓	✓	✓	✓		
<input type="checkbox"/> create/update routing information	✓			✓				✓					✓				✓	✓			
➤ Assign resources	✓	✓		✓	✓		✓	✓						✓		✓	✓	✓	✓		
<input type="checkbox"/> create/update employee assignment information	✓	✓		✓	✓											✓	✓	✓	✓		
<input type="checkbox"/> create/update material/equipment/facility allocation		✓		✓	✓			✓									✓				
<input type="checkbox"/> update budget	✓	✓		✓													✓				
➤ Schedule processing / assign priority	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> create/update scheduled action information	✓	✓	✓	✓	✓			✓	✓			✓	✓		✓	✓	✓				✓
<input type="checkbox"/> update plan		✓		✓	✓			✓	✓				✓				✓		✓	✓	✓
➤ Complete/document scheduling process	✓	✓		✓				✓	✓							✓	✓	✓	✓		
<input type="checkbox"/> update tracking information	✓	✓		✓				✓	✓							✓	✓		✓		
<input type="checkbox"/> update task information		✓		✓				✓	✓							✓	✓	✓			
<input type="checkbox"/> update routing information		✓						✓									✓				
<input type="checkbox"/> compile scheduling information		✓		✓				✓	✓								✓				

Table 1.5: Process Model – Replacement – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Transfer item/order to acquisitions	✓			✓				✓	✓			✓	✓	✓		✓	✓	✓	✓	
<input type="checkbox"/> update item action information	✓							✓	✓			✓				✓	✓	✓	✓	
<input type="checkbox"/> update tracking information	✓								✓											
<input type="checkbox"/> update task information																				
<input type="checkbox"/> update routing information	✓																			
➤ Commit funds				✓				✓			✓			✓		✓		✓	✓	
<input type="checkbox"/> create/update commitment information				✓				✓			✓			✓		✓		✓	✓	
➤ Follow up on replacement				✓				✓	✓		✓	✓		✓						✓

Table 1.6: Process Model – Preparation – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (l)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Receive item/job for preparation	✓	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓
<input type="checkbox"/> create/update tracking information	✓	✓	✓	✓	✓			✓	✓				✓	✓	✓	✓				✓
<input type="checkbox"/> confirm item identification information	✓	✓	✓	✓	✓			✓	✓			✓	✓	✓	✓	✓	✓			✓
<input type="checkbox"/> create/update routing information	✓	✓	✓					✓	✓					✓	✓	✓				
<input type="checkbox"/> update item action information			✓					✓	✓						✓	✓				
➤ Collate item	✓	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> confirm/update item structure information	✓	✓		✓	✓		✓	✓	✓			✓	✓	✓		✓	✓	✓	✓	✓
<input type="checkbox"/> create/update product structure information					✓			✓					✓			✓				
<input type="checkbox"/> create/update order item information					✓		✓	✓												✓
<input type="checkbox"/> record request for replacement issues/pages				✓	✓			✓	✓				✓							✓
<input type="checkbox"/> record return of replacement issues/pages				✓	✓			✓	✓											
<input type="checkbox"/> update task information	✓	✓		✓	✓			✓							✓					
➤ Prepare targets				✓	✓				✓							✓				✓
<input type="checkbox"/> record placement of targets				✓	✓															✓
<input type="checkbox"/> update task information				✓	✓															✓
➤ Check completion of collation				✓	✓		✓	✓								✓				✓
<input type="checkbox"/> update item action information				✓	✓		✓													✓
<input type="checkbox"/> record problem areas				✓				✓								✓				✓
<input type="checkbox"/> update task information				✓																✓
➤ Prepare description for reformatted product				✓	✓		✓	✓					✓	✓		✓	✓		✓	✓
<input type="checkbox"/> create/update reformatted product description				✓	✓		✓	✓					✓	✓		✓	✓		✓	✓
<input type="checkbox"/> update task information				✓	✓			✓					✓							✓
➤ Request/prepare cataloguing for reformatted product				✓			✓	✓	✓				✓			✓	✓	✓	✓	✓
<input type="checkbox"/> forward reformatted product description				✓				✓	✓							✓	✓			✓

Table 1.6: Process Model – Preparation – Tasks and Information Transactions (cont'd)

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Clear reproduction rights				✓	✓			✓	✓				✓		✓	✓		✓		
<input type="checkbox"/> record rights clearance				✓	✓			✓	✓						✓	✓				
➤ Determine housing requirements	✓	✓					✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		
<input type="checkbox"/> create/update item dimensions	✓	✓					✓	✓	✓								✓			
<input type="checkbox"/> create/update housing requirements	✓	✓					✓	✓	✓					✓	✓	✓				
➤ Determine binding requirements	✓	✓						✓	✓	✓			✓			✓	✓	✓	✓	
<input type="checkbox"/> create/update binding requirements	✓	✓						✓	✓	✓			✓			✓	✓	✓	✓	
➤ Prepare for transfer	✓	✓		✓	✓		✓	✓	✓	✓			✓			✓	✓	✓	✓	
<input type="checkbox"/> create work order/purchase order/shipping list	✓	✓		✓	✓			✓	✓				✓			✓	✓		✓	
<input type="checkbox"/> create commitment				✓	✓		✓											✓		
<input type="checkbox"/> forward item structure information	✓	✓		✓			✓										✓			
<input type="checkbox"/> forward item action information	✓	✓		✓			✓					✓					✓			
<input type="checkbox"/> update tracking information	✓			✓	✓				✓											
<input type="checkbox"/> update task information	✓	✓		✓																
➤ Send to shipping	✓	✓	✓	✓									✓			✓	✓			✓
<input type="checkbox"/> update tracking information	✓	✓	✓	✓									✓			✓	✓			
<input type="checkbox"/> update routing information		✓						✓								✓	✓			
➤ Transfer to assigned staff	✓	✓		✓	✓		✓		✓				✓			✓	✓			
<input type="checkbox"/> update tracking information	✓	✓		✓	✓								✓							

Table 1.6: Process Model – Preparation – Tasks and Information Transactions (cont'd)

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Complete/document preparation process	✓	✓		✓	✓		✓		✓				✓		✓		✓		✓	✓
<input type="checkbox"/> update tracking information	✓	✓		✓	✓				✓						✓					✓
<input type="checkbox"/> update task information	✓	✓		✓	✓				✓										✓	
<input type="checkbox"/> update routing information		✓		✓	✓															
<input type="checkbox"/> compile shipping report	✓		✓	✓								✓					✓			
<input type="checkbox"/> compile preparation information	✓	✓	✓	✓	✓		✓								✓					

Table 1.7: Process Model – Shipping – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Prepare shipping request	✓		✓	✓													✓	✓	✓	✓
<input type="checkbox"/> create/update shipping request information	✓		✓	✓													✓		✓	✓
➤ Receive item/job for shipping	✓						✓					✓					✓	✓		
<input type="checkbox"/> create/update tracking information	✓											✓					✓			
➤ Select shipping agent			✓	✓								✓					✓	✓		
<input type="checkbox"/> check shipping request			✓	✓								✓					✓			
<input type="checkbox"/> check shipper information			✓	✓													✓		✓	
➤ Prepare shipping order	✓		✓	✓			✓					✓					✓	✓	✓	✓
<input type="checkbox"/> check shipping request			✓	✓								✓					✓		✓	
<input type="checkbox"/> create/update shipped item information	✓		✓	✓			✓					✓					✓	✓	✓	✓
<input type="checkbox"/> create/update shipment information	✓		✓	✓			✓										✓	✓	✓	
<input type="checkbox"/> create commitment							✓										✓			
➤ Dispatch shipment	✓		✓	✓			✓					✓					✓	✓	✓	
<input type="checkbox"/> update tracking information	✓		✓	✓								✓					✓		✓	
<input type="checkbox"/> update task information																	✓			

Table 1.8: Process Model – Housing – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Receive item for housing	✓	✓					✓	✓				✓	✓	✓	✓		✓	✓		
<input type="checkbox"/> create/update tracking information	✓	✓						✓							✓					
➤ Prepare/label housing	✓	✓			✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
<input type="checkbox"/> confirm item identification information	✓						✓	✓	✓			✓		✓	✓	✓	✓	✓		
➤ Complete/document housing process	✓							✓						✓	✓	✓				
<input type="checkbox"/> update action information	✓							✓												
<input type="checkbox"/> update tracking information	✓							✓												
<input type="checkbox"/> update task information	✓												✓		✓					
<input type="checkbox"/> update routing information	✓							✓												
<input type="checkbox"/> compile housing information	✓							✓						✓						

Table 1.9: Process Model – Binding – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive item for binding																					
<input type="checkbox"/> create/update tracking information																					
➤ Perform binding																					
<input type="checkbox"/> confirm scheduled action/order item information																					
➤ Complete/document binding process																					
<input type="checkbox"/> update action information																					
<input type="checkbox"/> update tracking information																					
<input type="checkbox"/> update task information																					
<input type="checkbox"/> update routing information																					
<input type="checkbox"/> compile binding information																					

Table 1.10: Process Model – Treatment – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive item for treatment	✓	✓					✓	✓					✓	✓							
<input type="checkbox"/> create/update tracking information	✓	✓						✓					✓	✓							
➤ Perform treatment	✓	✓					✓	✓					✓	✓			✓				
<input type="checkbox"/> confirm scheduled action/order item information	✓	✓						✓													
➤ Complete/document treatment process	✓	✓	✓					✓					✓	✓			✓				
<input type="checkbox"/> update action information	✓	✓	✓					✓					✓	✓			✓				
<input type="checkbox"/> update tracking information	✓	✓						✓					✓	✓							
<input type="checkbox"/> update task information	✓	✓												✓							
<input type="checkbox"/> update routing information	✓	✓																			
<input type="checkbox"/> compile treatment information	✓							✓													

Table 1.11: Process Model – Reformatting (Photography) – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive item for photographing					✓																
<input type="checkbox"/> create/update tracking information					✓																
<input type="checkbox"/> create/update task information																					
➤ Photograph item					✓																
<input type="checkbox"/> update item action information					✓																
<input type="checkbox"/> update task information																					
➤ Produce print/transparency/negative/slide					✓																
<input type="checkbox"/> confirm scheduled action/order item information					✓																
<input type="checkbox"/> update item action information					✓																
<input type="checkbox"/> update task information																					
➤ Complete/document photographing process					✓																
<input type="checkbox"/> update action information					✓																
<input type="checkbox"/> update tracking information					✓																
<input type="checkbox"/> update task information																					
<input type="checkbox"/> update routing information																					

Table 1.12: Process Model – Reformatting (Microfilming) – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive item for microfilming					✓																
<input type="checkbox"/> create/update tracking information					✓																
<input type="checkbox"/> create/update task information					✓																
➤ Microfilm item/parts and targets					✓																
<input type="checkbox"/> update item action information					✓																
<input type="checkbox"/> update task information					✓																
➤ Produce print master					✓																
<input type="checkbox"/> confirm scheduled action/order item information					✓																
<input type="checkbox"/> update item action information					✓																
<input type="checkbox"/> create timing information					✓																
<input type="checkbox"/> update task information					✓																
➤ Produce service copy					✓																
<input type="checkbox"/> confirm scheduled action/order item information					✓																
<input type="checkbox"/> update item action information					✓																
<input type="checkbox"/> update task information					✓																
➤ Complete/document microfilming process					✓																
<input type="checkbox"/> update action information					✓																
<input type="checkbox"/> update tracking information					✓																
<input type="checkbox"/> update task information					✓																
<input type="checkbox"/> update routing information																					

Table 1.13: Process Model – Reformatting (Film/Video Duplication) – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies															
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B		
➤ Receive item for film duplication/video transfer													✓									
<input type="checkbox"/> create/update tracking information													✓									
<input type="checkbox"/> create/update task information													✓									
➤ Copy item/parts and targets													✓									
<input type="checkbox"/> update item action information													✓									
<input type="checkbox"/> update task information													✓									
➤ Produce print master/element													✓									
<input type="checkbox"/> confirm scheduled action/order item information													✓									
<input type="checkbox"/> update item action information													✓									
<input type="checkbox"/> create timing information													✓									
<input type="checkbox"/> update task information																						
➤ Produce service copy													✓									
<input type="checkbox"/> confirm scheduled action/order item information													✓									
<input type="checkbox"/> update item action information													✓									
<input type="checkbox"/> update task information																						
➤ Complete/document duplication/transfer process													✓									
<input type="checkbox"/> update action information													✓									
<input type="checkbox"/> update tracking information													✓									
<input type="checkbox"/> update task information																						
<input type="checkbox"/> update routing information													✓									

Table 1.14: Process Model – Reformatting (Sound Duplication) – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies															
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B		
➤ Receive item for sound duplication														✓								
<input type="checkbox"/> create/update tracking information																						
<input type="checkbox"/> create/update task information																						
➤ Duplicate item/parts														✓								
<input type="checkbox"/> update item action information																						
<input type="checkbox"/> update task information																						
➤ Produce master														✓								
<input type="checkbox"/> confirm scheduled action/order item information														✓								
<input type="checkbox"/> update item action information																						
<input type="checkbox"/> update task information														✓								
➤ Produce service copy														✓								
<input type="checkbox"/> confirm scheduled action/order item information																						
<input type="checkbox"/> update item action information																						
<input type="checkbox"/> update task information														✓								
➤ Complete/document sound duplication process														✓								
<input type="checkbox"/> update action information														✓								
<input type="checkbox"/> update tracking information																						
<input type="checkbox"/> update task information														✓								
<input type="checkbox"/> update routing information																						

Table 1.15: Process Model – Reformatting (Digitization) – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive item for digitizing				✓									✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> create/update tracking information				✓									✓	✓	✓	✓	✓				
<input type="checkbox"/> create/update task information				✓									✓			✓	✓				
➤ Allocate file storage				✓									✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> record storage allocation				✓									✓	✓	✓	✓	✓	✓			
➤ Verify completeness of item in processing				✓									✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> check against item structure information				✓									✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> check against scheduled action information				✓									✓	✓	✓	✓	✓				
<input type="checkbox"/> check against item evaluation information				✓									✓	✓	✓	✓	✓				
<input type="checkbox"/> update tracking information				✓									✓	✓	✓						
<input type="checkbox"/> update task information				✓									✓		✓						
➤ Record irregularities noted in processing				✓									✓	✓	✓				✓		
<input type="checkbox"/> update item structure information				✓									✓	✓					✓		
<input type="checkbox"/> update item action information				✓									✓	✓							
<input type="checkbox"/> update target information				✓									✓	✓	✓						
<input type="checkbox"/> update task information				✓									✓	✓							
➤ Digitize item/parts and targets				✓									✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> check item structure information				✓									✓	✓		✓	✓	✓			
<input type="checkbox"/> check item evaluation information				✓									✓	✓		✓	✓				
<input type="checkbox"/> check scheduled action/order item information				✓									✓	✓	✓	✓	✓				
<input type="checkbox"/> update task information				✓													✓				

Table 1.15: Process Model – Reformatting (Digitization) – Tasks and Information Transactions (cont'd)

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Record digitizing/targeting metadata				✓									✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> update item information				✓									✓	✓	✓	✓	✓				
<input type="checkbox"/> update task information				✓									✓			✓					
➤ Save file to temporary file				✓									✓	✓		✓	✓	✓			
<input type="checkbox"/> update task information				✓									✓	✓		✓					
➤ Complete/document digitization process				✓									✓	✓		✓	✓				
<input type="checkbox"/> update action information				✓									✓	✓		✓	✓				
<input type="checkbox"/> update tracking information				✓									✓	✓			✓				
<input type="checkbox"/> update task information				✓									✓	✓			✓				
<input type="checkbox"/> update routing information				✓									✓	✓							

Table 1.16: Process Model – Receiving – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Receive shipment	✓		✓	✓		✓	✓	✓				✓	✓				✓		✓	✓
<input type="checkbox"/> check against shipping order	✓		✓	✓		✓	✓	✓				✓	✓				✓		✓	✓
➤ Notify shipper of loss or damage	✓		✓	✓		✓	✓	✓				✓	✓				✓		✓	
➤ Authorize payment for shipping						✓	✓	✓					✓				✓			
<input type="checkbox"/> record authorization of payment for shipping costs						✓	✓	✓									✓			
➤ Complete/document receiving process	✓		✓	✓				✓					✓				✓		✓	✓
<input type="checkbox"/> update tracking information			✓	✓				✓					✓				✓		✓	✓
<input type="checkbox"/> update task information	✓			✓									✓				✓			
<input type="checkbox"/> update routing information													✓							
<input type="checkbox"/> compile receiving information	✓		✓	✓				✓					✓				✓			

Table 1.17: Process Model – Quality Review – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Receive item for quality review	✓			✓			✓	✓	✓	✓		✓			✓	✓	✓	✓		
<input type="checkbox"/> create/update tracking information	✓			✓								✓				✓				
<input type="checkbox"/> create/update task information				✓												✓				
➤ Prepare quality review order				✓																
<input type="checkbox"/> create/update order item information				✓																
<input type="checkbox"/> create/update order information				✓																
<input type="checkbox"/> update tracking information				✓																
<input type="checkbox"/> update task information				✓																
<input type="checkbox"/> update routing information				✓																
➤ Perform part/item quality review	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	✓
<input type="checkbox"/> confirm item identification information	✓		✓	✓				✓	✓	✓		✓	✓			✓	✓		✓	✓
<input type="checkbox"/> check delivered product against order	✓		✓	✓				✓	✓	✓		✓	✓			✓	✓			✓
<input type="checkbox"/> check lot/quality control number information	✓		✓					✓		✓						✓	✓			
<input type="checkbox"/> create/update/review quality review information			✓	✓	✓			✓		✓		✓				✓	✓		✓	
<input type="checkbox"/> update task information				✓	✓											✓	✓			
➤ Identify problem areas	✓		✓	✓	✓		✓	✓	✓	✓		✓				✓	✓	✓	✓	✓
<input type="checkbox"/> create/update quality review information	✓		✓	✓	✓			✓				✓				✓	✓			
<input type="checkbox"/> update task information				✓	✓							✓				✓	✓			
<input type="checkbox"/> update routing information	✓			✓								✓				✓	✓			
➤ Accept contractor invoice	✓		✓	✓				✓	✓	✓		✓					✓		✓	
<input type="checkbox"/> check against purchase order	✓			✓				✓	✓	✓		✓					✓			
<input type="checkbox"/> record authorization of payment	✓		✓	✓					✓	✓							✓			

Table 1.17: Process Model – Quality Review – Tasks and Information Transactions (cont'd)

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Complete/document quality review process	✓		✓	✓	✓			✓					✓			✓	✓			
<input type="checkbox"/> update action information	✓		✓	✓	✓											✓	✓			
<input type="checkbox"/> produce quality review report			✓	✓				✓					✓			✓	✓			
<input type="checkbox"/> update tracking information			✓		✓								✓			✓	✓			
<input type="checkbox"/> update task information																✓				
<input type="checkbox"/> update routing information					✓								✓			✓				
<input type="checkbox"/> compile quality review information	✓		✓	✓	✓												✓			

Table 1.18: Process Model – Storing – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive item for storing				✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> create/update tracking information				✓	✓		✓	✓	✓				✓	✓	✓	✓					
<input type="checkbox"/> create/update task information				✓	✓																
➤ Save file				✓			✓						✓	✓	✓		✓				
<input type="checkbox"/> check metadata				✓									✓	✓	✓		✓				
<input type="checkbox"/> update task information				✓									✓								
➤ Store item					✓		✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓		
<input type="checkbox"/> create/update item holdings information					✓			✓	✓	✓			✓		✓	✓	✓	✓			
➤ Complete/document storing process				✓	✓			✓		✓			✓	✓		✓					
<input type="checkbox"/> update action information				✓	✓					✓			✓								
<input type="checkbox"/> update tracking information				✓	✓			✓		✓			✓	✓		✓					
<input type="checkbox"/> update task information				✓	✓					✓											
<input type="checkbox"/> update routing information													✓								

Table 1.19: Process Model – Disposition – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Receive/identify item for disposition				✓			✓				✓	✓	✓	✓			✓	✓		
<input type="checkbox"/> create/update tracking information				✓			✓						✓	✓						
<input type="checkbox"/> create/update task information				✓																
➤ Transfer item for disposition				✓			✓				✓	✓	✓		✓	✓	✓	✓		✓
<input type="checkbox"/> update tracking information				✓			✓					✓			✓					✓
➤ Request/complete update of item holdings information				✓			✓				✓	✓		✓	✓	✓	✓	✓	✓	✓
➤ Complete/document disposition process				✓			✓					✓	✓		✓					
<input type="checkbox"/> update action information				✓			✓						✓		✓					
<input type="checkbox"/> update tracking information							✓					✓			✓					
<input type="checkbox"/> update task information							✓					✓			✓					
<input type="checkbox"/> update routing information							✓								✓					

Table 1.20: Process Model – Delivery – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Receive item/reformatted product for delivery							✓					✓	✓								
<input type="checkbox"/> create/update tracking information													✓								
<input type="checkbox"/> create/update task information																					
➤ Release item/reformatted product	✓	✓	✓	✓	✓		✓					✓	✓				✓				
<input type="checkbox"/> update item status (availability) information	✓		✓									✓					✓				
<input type="checkbox"/> update tracking information		✓	✓	✓	✓							✓									
<input type="checkbox"/> update routing information	✓	✓	✓									✓									
➤ Release custom housing	✓						✓														
<input type="checkbox"/> update routing information	✓																				
➤ Complete/document delivery process	✓			✓	✓		✓					✓	✓								
<input type="checkbox"/> update record of material used				✓																	
<input type="checkbox"/> update tracking information				✓			✓					✓									
<input type="checkbox"/> update task information	✓																				
<input type="checkbox"/> compile processing report				✓																	

Table 1.21: Process Model – Routing – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Sort items for processing/rerouting	✓			✓	✓		✓	✓	✓	✓			✓	✓	✓	✓		✓		
➤ Maintain routing information	✓	✓	✓	✓	✓			✓		✓		✓	✓			✓				
<input type="checkbox"/> create/update routing information	✓	✓	✓	✓	✓			✓		✓		✓	✓			✓				
<input type="checkbox"/> produce routing slip								✓		✓			✓			✓				

Table 1.22: Process Model – Tracking – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F D	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Maintain tracking information	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓
<input type="checkbox"/> create/update receipt information	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓		✓	✓
<input type="checkbox"/> create/update release information	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓	✓	✓		✓		✓	✓
<input type="checkbox"/> produce tracking report										✓			✓				✓			✓

Table 1.23: Process Model – Planning – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Audit compliance with policy/standards		✓												✓							
<input type="checkbox"/> create/update audit information		✓																			
➤ Develop plan	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
<input type="checkbox"/> create/update proposal information	✓	✓	✓	✓					✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	
<input type="checkbox"/> create/update record of acceptance/rejection	✓	✓		✓				✓	✓			✓					✓		✓		
<input type="checkbox"/> produce acceptance/rejection/deferral message	✓	✓		✓													✓				
<input type="checkbox"/> compile report on plan	✓	✓		✓				✓	✓		✓				✓						
➤ Allocate resources	✓	✓	✓	✓					✓			✓	✓	✓	✓	✓	✓	✓			
<input type="checkbox"/> record fund allocation	✓	✓		✓					✓			✓		✓			✓	✓			
<input type="checkbox"/> record staff allocation		✓		✓										✓	✓	✓					
<input type="checkbox"/> record material/equipment/facility allocation		✓		✓											✓	✓					
<input type="checkbox"/> compile budget report	✓	✓		✓									✓				✓				
<input type="checkbox"/> compile staff allocation report		✓		✓											✓	✓					
<input type="checkbox"/> compile material/equipment/facility allocation report		✓		✓											✓	✓					
➤ Negotiate annual/multi-year contracts*	✓		✓	✓								✓					✓		✓		
<input type="checkbox"/> create/update contract information	✓		✓	✓								✓					✓				
<input type="checkbox"/> create/update commitment information	✓		✓	✓								✓					✓				
➤ Establish/monitor production goals/performance standards	✓	✓	✓					✓					✓		✓	✓					
<input type="checkbox"/> create/update plan	✓	✓	✓					✓							✓	✓					
<input type="checkbox"/> monitor production/performance information	✓	✓	✓					✓					✓		✓	✓					

*Note: Includes only the negotiation of annual and multi-year contracts that are integral to planning the division's production capacity (e.g., commercial binding contracts, mass deacidification contracts, etc.).

Table 1.24: Process Model – Maintaining Equipment and Supplies – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies														
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B	
➤ Maintain equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓			✓				
<input type="checkbox"/> check maintenance contract information	✓	✓	✓	✓	✓	✓				✓			✓				✓				
<input type="checkbox"/> create/update equipment information	✓	✓	✓	✓	✓	✓		✓		✓			✓	✓			✓				
<input type="checkbox"/> compile equipment information	✓	✓	✓	✓	✓	✓	✓			✓			✓				✓				
➤ Maintain inventory of supplies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> create/update material information	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓	✓	✓	✓				
<input type="checkbox"/> create/update order information	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓		✓	✓	✓	✓	✓		✓	
<input type="checkbox"/> create/update order item information	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓		✓	✓	✓	✓	✓		✓	
<input type="checkbox"/> compile material information	✓	✓	✓	✓	✓	✓				✓		✓		✓		✓	✓				

Table 1.25: Process Model – Research – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Document standards/specifications	✓	✓	✓	✓		✓							✓				✓			
<input type="checkbox"/> create/update procedure information	✓	✓	✓	✓		✓							✓				✓			
<input type="checkbox"/> create/update material information	✓	✓	✓			✓														
<input type="checkbox"/> create/update equipment information	✓	✓	✓			✓							✓							
<input type="checkbox"/> create/update system information													✓							
<input type="checkbox"/> create/update facility information		✓											✓							
➤ Perform research		✓	✓			✓														
➤ Document research		✓	✓			✓														
<input type="checkbox"/> create/update research information		✓	✓			✓														
➤ Test material						✓														
<input type="checkbox"/> create/update test information						✓														
<input type="checkbox"/> create/update material information						✓														
<input type="checkbox"/> compile test information						✓														

Table 1.26: Process Model – Training – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Provide training	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓		✓				✓
➤ Document training	✓	✓	✓	✓	✓	✓		✓		✓		✓		✓		✓				✓
<input type="checkbox"/> create/update training information	✓	✓	✓	✓	✓	✓		✓		✓		✓		✓		✓				✓

Table 1.27: Process Model – Outreach – Tasks and Information Transactions

Task / Information Transaction	Preservation Directorate						Public Service Collections and Area Studies													
	B C C D	C D	M D P	P R D	P D S	P R T D	A F C	C M D	E U R	G & M	H I S P	H S S	M B R S (I)	M B R S (S)	M S S	M U S I C	P & P	R B S C	S E R	S T & B
➤ Provide outreach	✓	✓	✓	✓	✓	✓				✓		✓	✓		✓	✓			✓	
➤ Document outreach	✓	✓	✓	✓	✓	✓				✓		✓	✓		✓	✓				
<input type="checkbox"/> create/update outreach information	✓	✓	✓	✓	✓	✓				✓		✓	✓		✓	✓			✓	
<input type="checkbox"/> create/update publication information	✓	✓	✓	✓	✓	✓									✓					