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**Attachments:** [image001.png](#)  
[Fulfillment Flowchart.pdf](#)

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Hello all,

We continue to make progress in our fulfillment planning for the fall semester, based on the Library's electronic-first strategy as mentioned in recent Library messages. I have created a flowchart for fulfilling patron requests for print materials (attached), and placed the more comprehensive written workflow on the G drive (G:\Collections Info\COVID-Fulfillment). In addition to the print fulfillment workflow and flowchart, the G drive folder also contains the latest version of the DVD Reformatting Workflow and instructions for placing and prioritizing work orders to route material to Preservation Services.

This week and next we are testing the fulfillment/digitization process with patron requests for material coming from stacks and Oak Street. Please plan on using the new workflow to send print items through Preservation Services beginning **Monday, August 24<sup>th</sup>**.

All of these workflows are works in progress, but the latest versions can be found on the G drive and if there are any substantive changes I will send a message highlighting major changes. Please of course get in touch if you have any questions.

Thanks,  
Mary

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