

Procedure for when we receive single title ebooks (not part of a publisher's collection) to add to the catalog and knowledgebase holdings.

Collections that receive regular single title additions are:

- Cambridge Core
- Gale (email goes to Erin, Melanie, and Libera, log into the admin with link in email to see invoice with new titles)
- Wiley
- DeGruyter Brill (might be taken care of via GOBI)

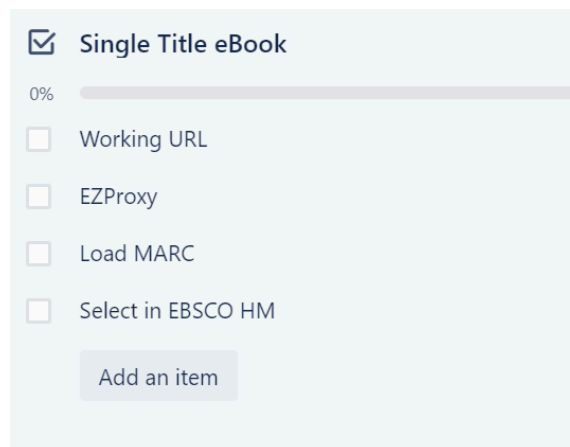
Single eBooks can enter the eresources workflow several ways.

1. Electronic Resources Cataloging Coordinator is notified (direct from publisher, OA request from subject specialist)
2. E-Resources Metadata & Reporting Manager is notified (OA request from subject specialist)

If it is an OA request from a subject specialist, request approval from Collection Development before adding record/activating in knowledgebase.

Workflow:

1. Electronic Resources Cataloging Coordinator (Melanie Walker) is notified of new titles.
2. Notifies E-Resources Metadata & Reporting Manager (Erin Block).
3. Add to Trello (Erin).
4. Add checklist on Trello.



The screenshot shows a Trello card titled "Single Title eBook" with a checked checkbox icon. Below the title is a progress bar at 0%. The checklist includes four items, each with an unchecked checkbox: "Working URL", "EZProxy", "Load MARC", and "Select in EBSCO HM". At the bottom of the card is a button labeled "Add an item".

5. Complete checklist
6. Move card to completed.
7. Notify collection development and requesting subject specialist/professor when eBook is discoverable (if applicable).

