Cataloging workflow

1. Receive notification of interest in resource
2. Research resource, begin to plan how cataloging will take place
3. Inform selector if there is going to be a problem cataloging resource
   - Wait to see if resource ends up being purchased or not
4. Cataloging needs the following information to be able to catalog the record:
   - Detail of how the item is to be recorded, title level/package level, etc.
   - OpenUrl, or relevant urls corresponding to detail level of cataloging (ideally a spreadsheet with all titles and urls from package vendor)
   - Priority level from selector
   - Special notes regarding limited access, etc.
5. Receive notification access for new resource is turned on
6. Assign priority to resource depending upon requirements of selector and workloads
7. Catalog resource
8. Notify selector and ERMS managers resource is now in the catalog