

# Rights workflow at U-M Library: being a better colleague!



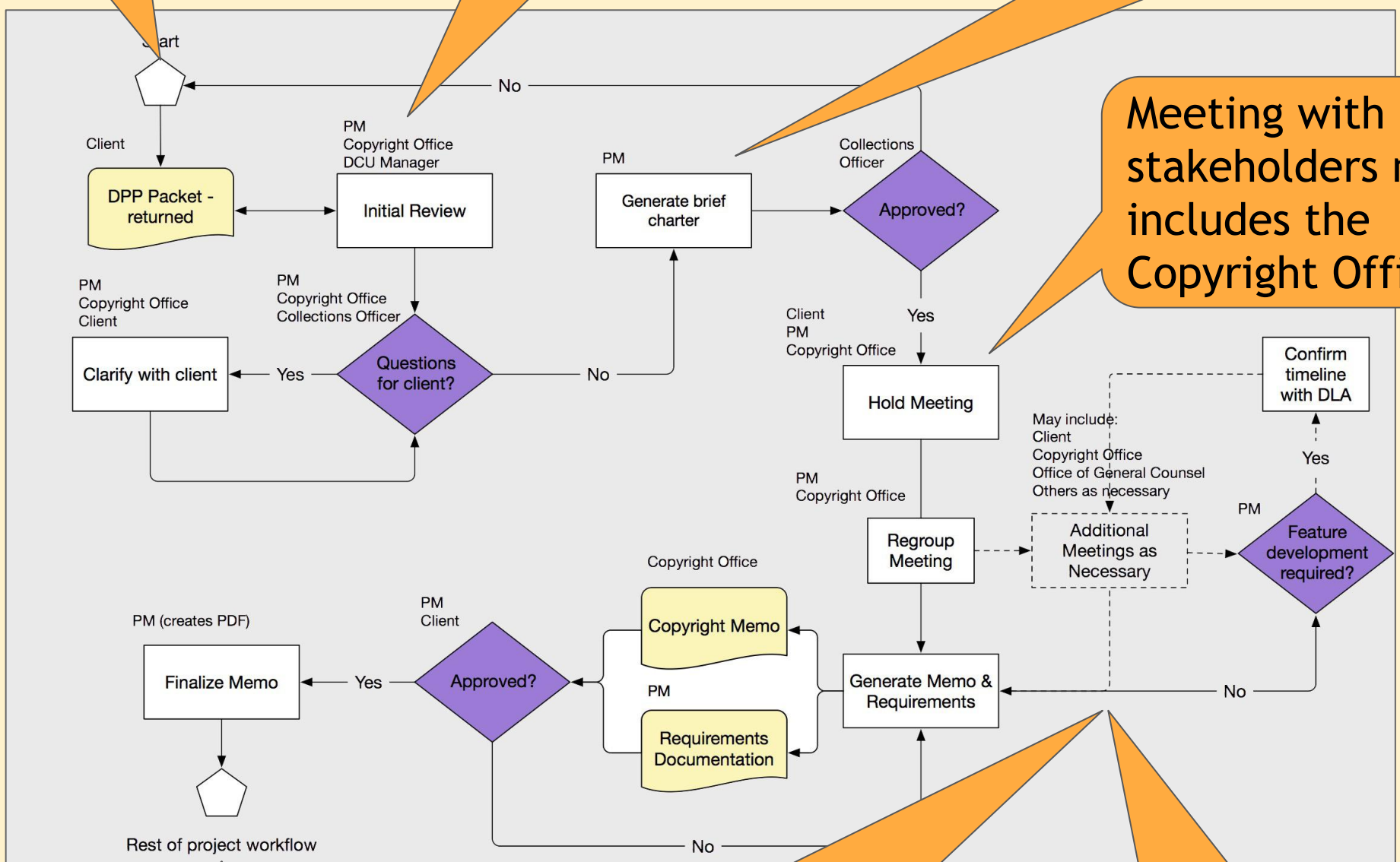
Kat Hagedorn  
 University of Michigan  
 Head, Digital Content  
 & Collections (DCC)

At U-M Library, our department (DCC) is responsible for building and maintaining digital collections for the Library and the campus. We needed a better way to ask the right parties at the right time about new collections.

This means the Digital Project Proposal (DPP) has been sent to us.

“Red flag” = is the proposed project not feasible for obvious rights reasons?

A project charter describes scope, roles & responsibilities. As well as any restrictions on access to the collection.



Meeting with stakeholders now includes the Copyright Office.

All the work to build the collections happens now.

Sometimes copyright concerns will involve the U-M Office of General Counsel, as well as additional consultations with the stakeholders.

Is the stakeholder willing to apply a CC license, as applicable?

## What We Learned

*The Small Print:* The DPP is the first step in our process, which did not exist in robust form. We had not been involving the Copyright Office at the correct points in the workflow, and thus they were not aware of the pivotal importance of their rights investigation.

- Involve the Copyright Office - as soon as possible - in all questions related to rights.
- Because we have a more streamlined process, we open the door for AMI collections as well as finally releasing very old digital collections (from before the time of rights investigations).
- Integrating DPLA rights statements has been delayed because of our need to audit all our digital collections first.