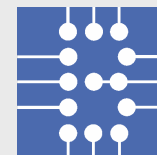# RomDoc

Next Steps

Centre for Technology Transfer
in the Process Industries (CTTPI)
University "Politehnica" of Bucharest (UPB)

ETH Libraries
ETH Zurich

Project Plan: what is done so far

❖Project start   Nov. 2005

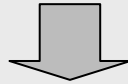❖Installation of Hardware and Software

❖Scanning: Tests printed material
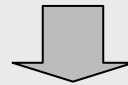
Next steps

- Organisation of the document workflow for UPB   M1

- Training of librarians at participating institutions

- Marketing (promotion material)   M2

- Collection, scanning, indexing, storing and dissemination of material also at other Universities   M3

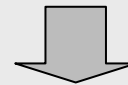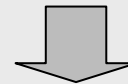# Organizing the workflow at UPB as a routine process

1) Document selection

⬇

4) Cataloguing and URL allocation

⬇

2) Scanning process and quality control

⬇

3) Document storage

⬇

5) Presentation

Marketing the service

For users

For authors

For libraries

Training of librarians

Important tasks:

❖ Document selection

❖ Legal aspects

❖ Cataloguing

❖ Help Desk

Organizing the workflow for other Romanian university libraries

1) Document selection

⬇

Document transport

4) Cataloguing and URL allocation

⬇

2) Scanning process and quality control

⬇

3) Document storage

⬇

5) Presentation