Sherman Centre: Journal Publishing

1. Collect information/determine if it is a journal

2. Conforms with policies for hosting a journal?
   - Yes
     - Demo software to ensure fit: requirements with services
     - Resources: Research and Advanced Studies Librarian*, Digital Repository Librarian, Policy Document
   - No
     - Follow-up meeting if requested by client

3. Good fit?
   - Yes
     - Sign MOU
     - Initiate journal
       - Create journal
       - Create accounts
       - Give permissions
       - Train users
     - Resources: Research and Advanced Studies Librarian*, Digital Repository Librarian, Associate University Librarian
   - No
     - Collect information/determine if it is a journal

Legend: * mandatory