



Technical Writing Sample

UK English

Copyright clearance process

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Research

Concept

Original copy

Managing copyright was fundamental for launching and accessing a new online digital library collection. As part of a digitisation project I managed for IHLIA LGBT Heritage, I drafted digitisation standards, guidelines for contributors, and copyright and privacy guidelines.

See next page for a process flow diagram I created for verifying copyright and publishing options for the new collection. To save costs and allow for easy modifications, the tool used was MS Word.

