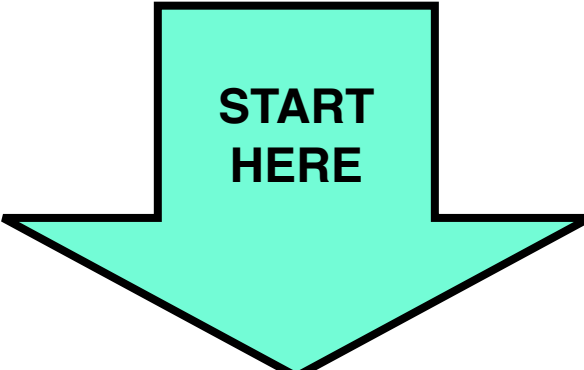
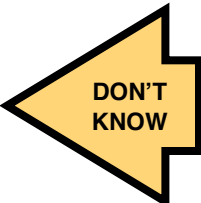


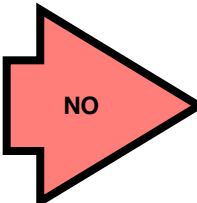
# CAN I PUT AN ITEM INTO A CONTENTDM COLLECTION?



PERFORM RESEARCH TO SEE IF ITEM MAY BE PROTECTED BY COPYRIGHT

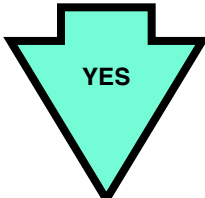


IS THE ITEM SUBJECT TO COPYRIGHT PROTECTION?

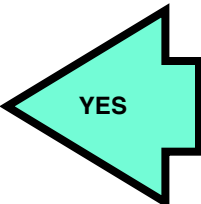


ITEM IS FREE TO PUBLISH UNLESS THERE ARE PRIVACY CONCERNS

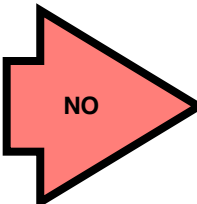
THE ITEM MAY ONLY BE PLACED IN COLLECTION AS A RESTRICTED ITEM (AS PER SECTION 108)



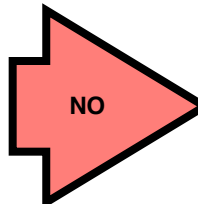
ITEM IS FREE TO PUBLISH UNLESS THERE ARE PRIVACY CONCERNS



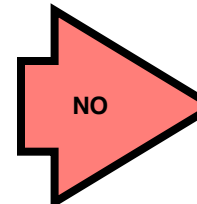
DOES SMU HOLD COPYRIGHT?



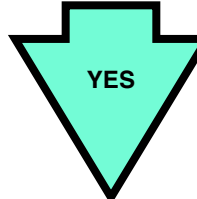
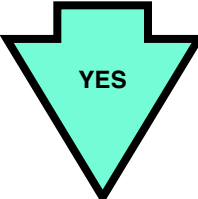
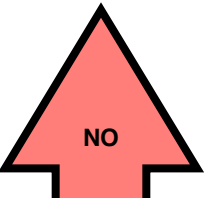
IS THE COPYRIGHT HOLDER KNOWN?



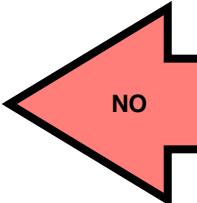
HAS RESEARCH BEEN DONE TO DETERMINE COPYRIGHT HOLDER?



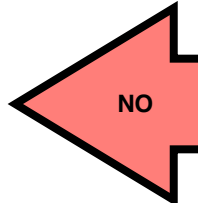
DO YOU WANT TO PUBLISH THE ITEM IN AN UNRESTRICTED COLLECTION?



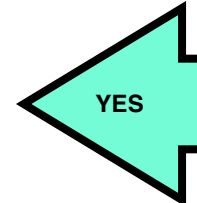
THE ITEM MAY ONLY BE PLACED IN COLLECTION AS A RESTRICTED ITEM (AS PER SECTION 108)



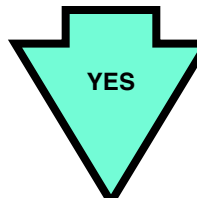
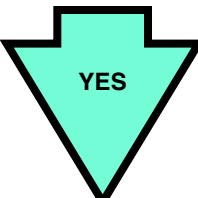
HAS THE COPYRIGHT HOLDER GIVEN WRITTEN PERMISSION TO PUBLISH?



IS THE ITEM CONSIDERED "ORPHANED"?

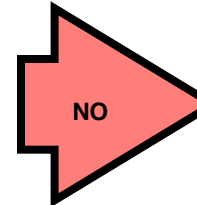


PERFORM RESEARCH TO LOCATE COPYRIGHT HOLDER

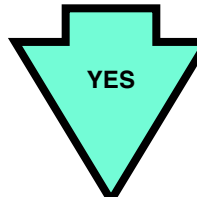


ITEM IS FREE TO PUBLISH ACCORDING TO TERMS OF PERMISSION

HAS PERMISSION TO PUBLISH BEEN GRANTED BY DEAN?



THE ITEM MAY ONLY BE PLACED IN COLLECTION AS A RESTRICTED ITEM (AS PER SECTION 108)



THE ITEM MAY BE PUBLISHED WITH "RIGHTS NOT DETERMINED" STATEMENT.