# How the Music Braille Production Network will work for the trial (text version)

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Also attached as a PDF flowchart.

# Text version of the process

## Step 1: Initial Score Search

1. Producers sign up using the Registration Form
2. End-user requests a score via Local Agency
3. Requesting Agency submits request to Central Service to ask if anyone has the score available in any format
4. Central Service forwards score search to Production Network
5. Producers reply directly to the Requesting Agency if they have the score available for them to use, giving details of their holding

If Score available:

1. Requesting Agency arranges score transfer from the Producer. Then embosses/sends score to end-user, and requests user feedback
2. Requesting Agency sends user feedback to Producer.

If No Score available: go to Step 2.

## Step 2: Transcription Request (if no suitable score is located)

1. Requesting Agency liaises with end-user to create full Job Request. If possible, Requesting Agency sources score/prepares file to send with Job Request and confirms number of print pages; OR asks Producer to source/create score
2. Requesting Agency sends Job Request to Central Service with/without source, confirming that a suitable score could not previously be located.
3. Central Service sends Job Request to Production Network asking “Can anyone do this job, and would you charge the ‘Standard’ or ‘Advanced’ rate?”
4. Producers review Job Request and if they can do the job by the deadline, confirm directly to the Producing Agency whether they would charge the ‘Standard’ or ‘Advanced’ rate for the job and any ‘added value’.
5. Requesting Agency reviews responses received and selected one Producer to do the job. Requesting Agency emails the selected Producer to confirm the order with them, and emails those not selected to say that their services were not needed this time.
6. Selected producer double-checks that the work is not already available, completes the job, in liaison with the Requesting Agency/End-User as per Job Request.
7. Requesting Agency adds file to online collection and does copyright reporting. Or, if specified on Job Request, the Producer does this on their behalf.
8. Requesting Agency sends user feedback to Producer.
9. Producer invoices Requesting Agency per job/quarterly/annually.

**Future possibilities for the Central Service:**

1. It could handle more of the communications between Requesting Agencies and the responding Producers.
2. It could be used as a ‘Notification of Intent to Transcribe’.
3. It could be used to hold details about ‘Standard’ or ‘Advanced’ score classifications, pricing, and a record of scores converted via the Network.