



Higher Education Content Lifecycle Management

Asset Management Services

Closeout File Submission

Last Revised 08/19/2015

Introduction

Employees may need to supplement an existing archive with more assets. This process has primarily been assigned to a product's Project Manager and has traditionally been known as the *Project Manager Closeout File Submission Process*.

Please follow this process if you want to submit files to supplement an existing archive that has already been captured in Pearson's asset management system. Note that this is not a vehicle for capturing any Reprint Corrections. Reprint Corrections should be sent to the Reprint Corrections team.

Step 1: Prepare supplemental support assets for submission.

These are the kinds of elements that Pearson Production considers closeout files:

- Project Centers
- Copyediting style sheet
- Final design specs
- Tagging Guidelines
- Art style sheet
- Memos or correspondence that might be helpful for future editions
- Sample pages
- Art log
- Latest for permissions acquired by the IRC
- Reprint Letter
- Rights Notice
- Approved RTP
- Hotspot spreadsheets
- Custom media icons

NOTE: Text or image permissions logs should go to the correct Higher Ed permissions project manager and should not be stored in Documentum. These records need to be maintained by Rights and Permissions in the PRISM system.

The submitter should review the files being submitted to ensure that they have not already been included with the initial archive submission and also ensure that no sensitive data is contained in the material (i.e. Author social security numbers, personal addresses, personal phone numbers, etc...). If any personal data is contained in the files it should be redacted prior to submission. No font submissions are accepted. Fonts should not be submitted.

All files should be gathered into a folder using the following syntax: ISBN13_PM_CLOSEOUT (i.e. 9780205945238_PM_CLOSEOUT). Place the prepared files onto an FTP site in preparation for delivery to Asset Management Services.

Step II: Write our general support inbox HEProductArchive@pearson.com

A) Give the e-mail a subject description which reads “Closeout File Submission”

B) In the body of the e-mail, give the Author, Title and ISBN of the product and describe that you have assets that you need to supplement an existing archive. *Again, note that this process is only intended to capture supplemental support files, not Reprint corrections of layout files, pdf files or images.* Give the FTP detail necessary for the archivist to pick up the files (user name, password and location on the FTP site).

C) Product Archivist Roger Astudillo monitors our general support inbox and will add closeout files supplied to the archive and confirm when the closeout files have been added. Roger places closeout files supplied in this archive folder path: SUPPORT/INFO/PM_CLOSEOUT. Note that in some cases, Roger will pass the files to a different archivist for handling (Frank Rasco, Sarah Feldman, Bill Walsh or Phil Macari)

If you have any questions or comments specific to preparing Closeout File Submissions, please contact scott.garrison@pearson.com

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