

Borrower digitization

Custodia Registry · D01

Your task and authority

Berland Hope

- Confirm your assigned duties
- Use the fictional training case
- Verify the result and its history

Learning outcome

Scans are attached to the correct record and borrower authority remains limited to that loan.

Confirm your loan

Bertrand Hope

- Confirm that the actual file is checked out to your account.

What to check

Check that this record is currently checked out to your own account. Being a digitization intern does not provide general Registry editing authority. Your file operations depend on the actual loan and applicable clearance.

Temporary file authority

Bertland Hope

- Open its matching record; request temporary file permission only if required.

What to check

Open the matching record and inspect the available file controls. Request loan-specific approval only when needed. The approver's current authority and the loan state remain relevant after approval.

Upload and inspect

Bertrand Hope

- Upload the fictional scan with correct metadata and inspect its preview.

What to check

Use the supplied fictional scan and enter the appropriate metadata. Inspect the preview for the correct record, orientation and complete pages. A successful upload does not establish that the scan is readable or correctly attached.

Versioned replacement

Bertland Hope

- Replace a deliberately incorrect scan using the versioned workflow and verify history.

What to check

Replace the deliberately incorrect practice scan using the supported version workflow, then inspect history. Protected retention evidence has additional restrictions; add a separate file when replacement is prohibited.

End of borrower authority

Bertland Hope

- Return the physical file and verify that temporary authority no longer implies general Registry access.

What to check

Return the physical file through the custody workflow. Temporary borrower authority does not become permanent Registry access. An ended loan or revoked approval can prevent further file operations.

Exceptions and recovery

Bertrand Hope

- Identify the blocked condition
- Preserve the relevant evidence
- Use the authorized next step

Important boundary

Borrower permission is not Registry authority. Wrong borrower, ended loan or revoked approver authority can block uploads. Preserve captured retention evidence; add a separate file instead of replacing protected evidence.

Guided practice

Berland Hope

- Work within the assigned role
- Show the resulting state
- Explain one exception

Your exercise

Under the assigned borrower account, inspect an active loan, upload the sample scan and explain what happens to that authority after return.

Practice debrief

Bertrand Hope

- Correct identity and authority
- Traceable result and history
- A justified next step

Expected answer

The correct borrower, active loan and record are identified; scan quality and version history are checked; the learner does not claim continuing general file-management rights.