

Add Volumes (Periodical)

Title:

Date:

OCLC number:

Innopac bib record number:

(sks) Receive request to add physical volumes to existing print holdings.

Add: _____

(slm)

Electronic holdings _____

Electronic bib record number: _____

(sks) Update holdings statement.

Holdings statement: _____

(rxl) Create item records.

(rxl) Shelve volumes.

(rxl) Update LDR.

(rxl) Update Print/Microfilm holdings excel file.

(sks) Check record in public display; file workflow sheet.

Notes: