

07/15/08

### Electronic and Print, Bind or Box? (Periodical)

**Title:**

**Date:**

OCLC number: \_\_\_\_\_

Innopac bib record number: \_\_\_\_\_

(rxl)

Order record code 3: \_\_\_\_\_ Fund: \_\_\_\_\_ Liaison: \_\_\_\_\_

(rxl)

Current print holdings: \_\_\_\_\_

Current microfilm holdings: \_\_\_\_\_

(rxl)

Electronic holdings (provider and dates) \_\_\_\_\_

Electronic bib record number: \_\_\_\_\_

(sks)

Format decision:

Keep getting print: Yes \_\_\_\_\_

(sks)

Format decision:

Keep getting print: No \_\_\_\_\_

(sks) Bind \_\_\_\_\_

(sks) Box \_\_\_\_\_

(sks) Insert internal note in order record:  
Bind or Box wfm started [initials] [date]

(sks) Add note to  
checkin record: Continue  
to bind [initials] [date]

(sks) Remove binding  
instructions. Add note to  
checkin record: Shelved  
unbound in stacks.

(sks) Attach to/Start Cancel Print/Access  
Electronically workform

(sks) Insert internal note in order record: Bind or  
Box wfm started [initials] [date]

(rxl) Process back issues from current shelves.

(rxl) Return workform to Sharon.

Notes