

Cancel Print; Access Electronically (Periodical)

Title:

Date:

OCLC number: _____

Innopac bib record number: _____

(slm)

Electronic holdings _____

Electronic bib record number: _____

(sks)

Current print holdings: _____

Current microfilm holdings: _____

(sks)

Retention decision: _____

If current issues are retained and title was previously bound, is it OK to box (not bind) current issues?

Yes _____ No _____

Liaison initials: _____ Liaison will offer discards: Yes _____ No _____

(slm) In order record, verify/update vendor, fund and status.

(slm) Contact vendor with order update.

(slm) In order record, verify/update CODE3:
Online only _____ or Print + online _____

(slm) Verify title number.

(slm) Insert internal note: Cancel print, access electronic wfm started [initials] [date]

(sks) Add notes for each format discarded:
Discarded [vols.] per [initials] [initials & date]

Retained issues:

Discarded issues:

(sks) In check-in record, edit lib. has field.
Holdings statement:

(sks) Delete check-in record.

(sks) Delete item records.

(sks) Transfer order/delete bib OR
suppress bib.

(sks) If print has ceased, close bib record.

(slm) Delete the LDR and OCLC holdings.

(sks) Delete check-in boxes.

(sks) Remove binding instructions.

(slm) Update Print/Microfilm holdings excel file.

(sks) Add note: Shelved unbound in stacks.

(slm) Update LDR.

(bdr) Pull issues from current periodical shelves.

(slm) Update Print/Microfilm holdings excel file.

(sks) Edit item record volume designations.

(bdr) Pull items from bound/microfilm shelves.

(sks) Final check of record in public display; file workflow sheet.

Notes: