

<b>Ceased _____ / Cancelled _____ Title (Periodical)</b>	
<b>Title:</b>	<b>Date:</b>
OCLC number:	Innopac bib record number:
(slm) Electronic holdings _____  Electronic bib record number: _____	
(sks) Current print holdings: _____  Current microfilm holdings: _____	
(sks) Retention decision: _____  Liaison initials: _____ Liaison will offer discards: Yes _____ No _____	
(sks) Change status to z. Add note that publication has ceased.	(slm) Change status to z. Add cancellation note. (slm) Contact vendor to ensure cancellation.
(sks) Insert internal note: Ceased/Cancelled wfm started [initials] [date]	(sks) Add notes for each format discarded: Discarded [vols.] per [initials] [initials & date]
<b>Retained issues:</b>	<b>Discarded issues:</b>
(sks) In check-in record, edit lib. has field. Holdings statement: _____ _____	(sks) Delete check-in record.  (sks) Delete item records.
(sks) Delete check-in boxes.	(sks) Transfer order/delete bib OR suppress bib.
(sks) Remove binding instructions.	(slm) Delete the LDR and OCLC holdings.
(sks) If publication has ceased, close bib record.	
(slm) Update LDR.	(slm) Update Print/Microfilm holdings excel file.
(slm) Update Print/Microfilm holdings excel file.	
(sks) Edit item record volume designations if inconsistent.	(bdr) Pull issues from current periodical shelves.
	(bdr) Pull items from bound/microfilm shelves.
(sks) Final check of record in public display; file workflow sheet.	
<b>Notes:</b>	