

<b>Ceased _____ / Cancelled _____ Title (Serial)</b>	
<b>Title:</b>	<b>Date:</b>
OCLC number:	Innopac bib record number:
bcode3 _____	
(slm) Electronic holdings _____	
Electronic bib record number: _____	
(sks) Current print holdings: _____	
Current microfilm holdings: _____	
(sks) Retention decision: _____	
Liaison initials: _____ Discard to: LPW shelf _____ John _____ Recycling _____ Other _____	
(sks) Change status to z. Add note that publication has ceased.	(cap) Change status to z. Add cancellation note.
	(cap) Contact vendor to ensure cancellation.
(sks/cap) 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) Pull items from shelves.
	(sks) Delete item records.
(sks) Delete check-in boxes.	(sks) Delete check-in record.
(sks) If publication has ceased, close bib record.	(sks) Suppress bib. Do authority work.
(slm) Update LDR.	(slm) Delete OCLC holdings (and LDR if attached).
(slm) Update Print/Microfilm holdings excel file.	(slm) Update Print/Microfilm holdings excel file.
(sks) Edit item record volume designations if inconsistent.	(sks) Stamp withdrawn. Discard as noted above.
(sks) Final check of record in public display; file workflow sheet.	
<b>Notes:</b>	