

<b>New Print Title (Periodical)</b>	
<b>New Title:</b>	<b>Date:</b>
OCLC number:	Innopac bib record number:
(slm) Key bib record (bcode3=0). Create order record.	
(sks) When first issue arrives, start workform. Add internal note to order record (New title wfm started [date] [initials]). Fund: _____ Liaison _____	
(slm) Electronic access? No ____ Yes ____ NETR bib record number _____ Order record CODE3: Print only (i.e. null) _____ Print + online _____ Online only _____	
(sks) Retention/binding decision: Shelve unbound in stacks _____ Bind _____ Discard non-current issues _____ Discard upon receipt (online only) _____	
(sks) Download full bib; do authority work.	
(rxl) Create check-in record with holdings statement and box/bind/discard instruction. Holdings statement: _____	
(rxl) Create check-in boxes. Check in current issue.	
(rxl) Add LDR to OCLC Union List.	
(rxl) Add title and holdings to Print/Microfilm holdings excel file. ISSN _____	
(rxl) Make tag for Current periodical shelves. Shelve current issue.	
(sks) Final check of record in public display; file workflow sheet.	
<b>Notes:</b>	