

New Print Title (Serial)

New Title:**Date:**

OCLC number: _____

Innopac bib record number: _____

(slm)

Electronic holdings _____

Electronic bib record number: _____

(sks)

Retain new title: Yes _____ No _____

Check here if Latest edition only _____

Check here if title belongs in Print/Microfilm holdings excel file _____

Liaison initials: _____

(sks) Insert internal note in order record: New title wfm started [initials] [date]

(sks) Download bib; do authority work.

Call number: _____

(sks) Withdraw previous volumes cataloged as monographs and catalog as serial.

OCLC numbers: _____

Call numbers: _____

(sks) Create item record. Volume statement: _____

(sks) Create check-in record. Holdings statement: _____

(rxl) Add title and holdings to Print/ Microfilm holdings excel file.

ISSN _____

(sks) Have labeled, etc.

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

Notes: