

### Title Change (Periodical)

**Old Title:****New Title:**

OCLC number: \_\_\_\_\_

OCLC number: \_\_\_\_\_

Innopac bib record number: \_\_\_\_\_

Innopac bib record number: \_\_\_\_\_

(slm)

Electronic holdings \_\_\_\_\_

Electronic bib record number: \_\_\_\_\_

(sks)

Current print/microfilm holdings: \_\_\_\_\_

(sks)

Retain new title: Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, start Cancel Print; Access Electronically workform)

Binding decision: Shelve unbound in stacks \_\_\_\_\_ Bind \_\_\_\_\_ Discard non-current issues \_\_\_\_\_

Retention decision (old title): \_\_\_\_\_

Liaison initials: \_\_\_\_\_ Liaison will offer discards: Yes \_\_\_\_\_ No \_\_\_\_\_ Shelve unbound \_\_\_\_\_ or Bind \_\_\_\_\_

(slm) In order record, verify CODE3:  
Null (print) \_\_\_\_\_ or Print + online \_\_\_\_\_

(slm) Verify title number.

(sks) Insert internal note: Title change wfm started  
[initials] [date](sks) Add notes for each format discarded:  
Discarded per [initials] [vols. discarded] [date]**Old title:****New Title:**

(sks) Close bib record.

(sks) Download bib; do authority work.

(sks) This periodical is \_\_\_\_\_ is not \_\_\_\_\_  
a CBB Bates permanent retention title.

(sks) Transfer order record.

(sks) In check-in record, edit lib. has field.  
  
Holdings  
statement: \_\_\_\_\_(rxl) Create check-in record with holdings  
statement and box/bind/discard instruction.  
Holdings  
statement: \_\_\_\_\_

(sks) Delete check-in boxes.

(rxl) Create check-in boxes. Check in current  
issue.

(sks) Remove binding instructions.

(rxl) Update LDR.

(rxl) Add LDR to OCLC Union List.

(rxl) Update Print/Microfilm holdings excel file.

(rxl) Add title and holdings to Print/Microfilm  
holdings excel file.(rxl) Edit item record volume designations if  
inconsistent.

ISSN \_\_\_\_\_

(rxl) If any issues are sent to bindery delete the  
check-in boxes upon return.(rxl) Make tag for Current periodical shelves.  
Shelve current issue.

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

**Notes:**