

Title Change (Serial)

Old Title:

New Title:

OCLC number: _____

OCLC number: _____

Innopac bib record number: _____

Innopac bib record number: _____

Bcode3 _____

Bcode3 _____

(slm)

Electronic holdings _____

Electronic bib record number: _____

(sks)

Current print/microfilm holdings: _____

(sks)

Retain new title: Yes _____ (Check here if Latest edition only _____.)
 No _____ (If no, start Cancelled title (Serial) workform.)

Retention decision (old title): _____

Liaison initials: _____ Liaison will offer discards: Yes _____ No _____

(sks) Insert internal note: Title change wfm started
 [initials] [date]

(sks) Add notes for each format discarded:
 Discarded [vols.] per [initials] [initials & date]

Old title:

New Title:

(sks) Close bib record.

(sks) Download bib; do authority work.
 Call number: _____

(sks)) This title is _____ is not _____ in
 Print/Microfilm holdings excel file.

(sks) Create item record.
 Volume statement: _____

(sks) In check-in record, edit lib. has field.
 Holdings
 statement: _____

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

(sks) Transfer order record.

(rxl) Update Print/Microfilm holdings excel file.

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

(sks) Edit item record volume designations if
 inconsistent and relabel.

(sks) Have labeled, etc.

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

Notes: