

### Weed (Periodical)

**Title:**

**Date:**

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

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

(slm)

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

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

(sks)

Current print holdings: \_\_\_\_\_

Current microfilm holdings: \_\_\_\_\_

(sks)

Retention decision: \_\_\_\_\_

If current issues are retained and title was previously bound, is it OK to box (not bind) current issues?

Yes \_\_\_\_\_ No \_\_\_\_\_

Liaison initials: \_\_\_\_\_ Liaison will offer discards: Yes \_\_\_\_\_ No \_\_\_\_\_

(slm/sks) In order record insert internal note: Weed wfm started [initials] [date]	(sks) Add notes for each format discarded: Discarded [vols.] per [initials] [initials & date]
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**Retained issues:**

**Discarded issues:**

(sks) In check-in record, edit lib. has field. Holdings statement:  _____	(sks) Delete check-in record.
	(sks) Delete item records.
	(sks) Transfer order/delete bib OR suppress bib.

(sks) Delete check-in boxes.	(slm) Delete the LDR and OCLC holdings.
(sks) Remove binding instructions.	(slm) Update Print/Microfilm holdings excel file.
(sks) Add note: Shelved unbound in stacks.	(slm) Update LDR.
(slm) Update LDR.	(bdr) Pull issues from current periodical shelves.
(slm) Update Print/Microfilm holdings excel file.	(slm) Update Print/Microfilm holdings excel file.
(sks) Edit item record volume designations if inconsistent.	(bdr) Pull items from bound/microfilm shelves.

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

**Notes:**