

TO DO CHECKLIST

	Action Taken	Staff Initial	Date Done
Vendor contact method (may be added to Vendor Contact log on shared server)	_____	_____	_____
Order record No.: _____	_____	_____	_____
Notes to add: _____			
Subscription record (delete open items; note collection decision)	_____	_____	_____
Notes to add: _____			
Edit Electronic subs list (Kaaren)	_____	_____	_____
Active Serials list (Laurie)	_____	_____	_____
Volume Count (Debbie) (withdrawn volume count, stamp withdrawn, retention spreadsheet)	_____	_____	_____
Cost savings spreadsheet (enter amount saved for Appropriate fiscal year(s))	_____	_____	_____
Bib record: (Laurie) (delete, recatalog, correct; update record)	_____	_____	_____

When this form is completed, give to Kaaren (last) for final review and archive.

Form created 11-26-2007 by kp and most recently amended 3/27/12 by dka and 4/4/2012 by kp.

TITLE PROCESSING FORM

This form is to be used to track workflow for titles needing re-cataloging, has a format or publishing change, is a subscription or standing order that is canceled or ceased publication. Form designed to be a checklist to make sure everything is accomplished by the appropriate person in technical services. Form may be changed as necessary. KP

Started by: _____ Date initiated: _____

Route To: KP____ LM____ DA____ JO____ KP____

TITLE _____ AUTHOR: _____

Reason for form: additional notes or information: _____

PUBLISHER (current): _____ PUBLISHER (new) _____

VENDOR (if not received from publisher) _____

OCLC No: _____ Call No.: _____

Action Dates: (indicate date...) Canceled _____ Superseded _____

 Ceased Publication _____ Change of Format _____ Other _____

Title Changed to: _____

Notes: _____

Format Change From _____ To _____

Notice of change came from: _____ Date contacted: _____

Will title be archived? Where? _____