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# **ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.**

## **Serials Cataloging Unit**

### **Processing Incoming Titles and Recording Statistics**

rev. 07/2006

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#### **I. Incoming Priority**

- #1 Currently Received Title Maintenance, includes
- Frequency change
  - Index
  - ISSN
  - Holdings
  - Items
  - Notes
  - Publication pattern create/update (includes web form - coming soon)
  - Publisher change
  - Re-instatements
  - Title Changes
- #2 Supplements and Special Issues
- #3 New Subscriptions
- #3.5 Material received from Firm Order Acquisitions, Gifts and Sales & Copy Cataloging (one time only, if currently received titles, e.g. fill-in issues process as priority #1)
- #4 LDR notification via the web form

#### **Review of Incoming Material**

The majority of material routed to the Serials Cataloging Unit will be accompanied by a "Current Serial Issue Inter-Unit Problem Form". Sort materials accompanied by this form based on problem identified and shelve according to priorities outlined above.

**Supplements** received for the first time by Serials Acquisitions will be accompanied by the "Supplement/Special Issue Decision Form", shelve according to supplement priority above.

**Material received from Copy Cataloging, Firm Order Acquisitions or Gifts** will not have a form to identify treatment needed (waiting for reply from Acquisitions and Copy Cataloging regarding their use of routing flag), this material must be reviewed to determine treatment. If title is new and requires cataloging include a TPF, add system number, select *New Title* under *Processing Details* and shelve according to priority.

If title is to be treated as an "add", route to Bindery Preparation Unit or CADM with a note stating "this is an add" and include system number – do not count.

If routing title to CADM or Bindery Preparation Unit and you are able to determine the holdings range, update ALEPH ULS note and OCLC Local Holding record.

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- If routing title to CADM and you are not able to determine holdings range to update Union Listings information, include a note for CADM staff, "ULS not updated" and they will complete the Serials Cataloging LDR Web form after updating ALEPH holdings.
- If title is routed to the Bindery Preparation Unit, when CADM updates the holdings via bind tickets they check the ALEPH ULS for currency as part of their workflow, if the note needs to be updated CADM will complete the Serials Cataloging LDR Web form. [Verified w/AG]

When a title received has many issues and the frequency is greater than annual it is easier to update the ALEPH ULS and OCLC LHR from information posted to the ALEPH Holdings instead of reviewing each issue. [Verified w/AG]

## **II. Serials Cataloging Unit Statistics Form**

Each staff member will have a "Serials Cataloging Unit Statistics Form" at their work area to record statistical data when processing is complete, statistics are recorded at the title level.

Each title processed will be recorded once in the *Routed From* column.

Always count **Publication Patterns in ALEPH, Local Holding Records in OCLC and Authority records** that are created, updated, or deleted in addition to other processes. Deletion of publication patterns or local holding records should be counted as an update.

Note: If a title is routed to Serials Cataloging for publication pattern work and you determine that the bibliographic record must also be updated (due to frequency change, caption change, etc.), count your work on this title twice, once as *Title Maintenance > Bibliographic/Holdings/Items update* and once as *Publication patterns > Updated*. [see example 2].

However, if a title is routed to Serials Cataloging for publication pattern work (and after initial evaluation you determine that no other updates are needed), count your work on this title as *Publication patterns > Updated*.

If, as a result of your publication pattern changes, you also need to update bibliographic/holdings/items records, do not count other updates separately if they are performed as a result of your publication pattern updates.

**LDR Web Form notifications and Chicano Collection LDR's**, record under *OCLC Local Holdings* and *Routed From* columns.

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**Publication Pattern Web Form** notifications, record under *Publication Patterns* and *Routed From* columns.

#### **Title Maintenance Section**

**Bibliographic/Holdings/Items Updates** – includes all bibliographic, holdings, items work on the record (e.g. overlaying, updating access points, adding notes, updating frequency, closing/creating new holdings records, etc.)

**Cancellation/Cessation** – includes all bibliographic, holdings, items work on the record (e.g. overlaying, updating access points, adding notes, updating frequency, closing/creating new holdings records, etc.)

**Title change** – includes all bibliographic, holdings, items work on the record (e.g. overlaying, updating access points, adding notes, updating frequency, closing/creating new holdings records, etc.)

**Note:** Do not complete a TPF for predecessor but do complete a TPF for each successor, if more than one successor staple TPF's together.

#### **New Records Section**

**New Titles** – In addition to marking *New Records > New Title* on the “Serials Cataloging Unit Statistics Form” also complete a “TPF” for each processed new title.

If you are working on a title change, also mark “Serials Cataloging Unit Statistics Form” > *Title Maintenance > Title changes* for work completed on closing a record.

### **III. Title Processing Form (TPF)**

The “Title Processing Form” is used for recording Titles and/or Pieces added for the following categories of material:

- Retrospective conversion titles
- New titles
- Title changes (complete one TPF for each successive title)
  - Record system number for predecessor at top of form
  - Record system number for successor under *Processing Details - Title change*
- Non-library material

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Do not complete a TPF for other maintenance activities that do not require recording titles and/or pieces added.

#### **IV. Examples**

##### 1. Publisher change

- 1 mark *Title Maintenance > Bibliographic/Holdings/Items Updates*
- 1 mark *Routed From* column
- No TPF

##### 2. Publisher change, frequency change and publication pattern change (currently received title)

- 1 mark *Title Maintenance > Bibliographic/Holdings/Items Updates*
- 1 mark *Title Maintenance > Publication Patterns updated*
- 1 mark *Routed From* column
- No TPF

##### 3. Publication pattern change and current item form changes due to publication pattern change

- 1 mark *Title Maintenance > Publication Patterns updated*
- 1 mark *Routed From* column

##### 4. Frequency change and publication pattern change (currently received title)

- 1 mark *Title Maintenance > Bibliographic/Holdings/Items Updates*
- 1 mark *Title Maintenance > Publication Patterns updated*
- 1 mark *Routed From* column

##### 5. New Title (non-subscription)

- 1 mark *New Records > New Titles/Non-Subscr.*
- 1 mark *OCLC Local Holdings > Created*
- 1 mark *Routed From* column
- Complete TPF, count title (count pieces if applicable)

6a. Title Change (currently received title). *Note: if in the process of closing the bibliographic record, you also need to update other fields (frequency, notes, access points), count all work performed on closing the record as "Title Changes" only.*

- 1 mark *Title Maintenance > Title Changes*
- 1 mark *Publication Patterns > Updated* (pub pattern deleted from predecessor)
- 1 mark *OCLC Local Holdings > Updated* (LHR closed)
- 1 mark *Routed From* column
- No TPF

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#### 6b. New title(s) as a result of a title change

- 1 mark for each successor *New Records > New Titles/Subscr.*
- 1 mark for each successor *Publication Patterns > Created*
- 1 mark for each successor *OCLC Local Holdings > Created*
- Complete TPF, mark title change for each successive title, staple multiple TPF's together

Do not record in *Routed From* column new titles as a result of a title change.

#### 7. Overlaid record

- 1 mark *Title Maintenance > Bibliographic/Holdings/Items Updates*

#### 8. LDR WEB form notification

- 1 mark *OCLC Local Holdings Created/Updated*
- 1 mark *Routed From* column

Do not also record under *Title Maintenance - Bibliographic/Holdings/Items Updates*.