

Checklist for Cessation of Serial Titles

rev. 02/2007

TITLES THAT ARE RETAINED

1. Before processing the Cessation verify the following fields are completed on the Cancellation/Cessation form.
 - a) Form is identified as cessation
 - b) Receiving Location Update
 - c) SERA Verified
 - d) Disposition of Holdings
 - e) Cancelled With (exact issue listed)

If any of these fields are not completed, return form to Serial Acquisitions for completion.

2. Bring up the ALEPH record in the Acquisitions/Serials module.
 - a) Verify the order status is set to CLS (order closed) or LC (Library cancelled).

Order record list

Order no.	Vendor	Sub-lib	Status	Inv St	Arr St	Type	Budget
1036380-0010 1	000802512Z	HESB	CLS	Ptl	None	S	AFAMS
S-65774	900597327	HESB	LC	Ptl	None	S	AFAMS*

- b) Verify the subscription record is closed.

Subscription list

Seq.	From	To	Sublibrary	Vendor	Call number
101	07/01/97	12/31/01	HESB	000802512Z	PL 8010 .L56
102	01/01/02	12/31/06	HESB	900597327	PL 8010 .L56

3. Bring up the OCLC record.
4. If the OCLC record is closed, before overlaying, compare the ALEPH record to the OCLC record and identify unprotected notes (i.e., 515), either print or make a note identifying which fields will need to be added after overlay.
 - a) Check the OCLC record for title changes, if there is a missed title change, the title that you are working on should be overlaid with the OCLC record for the latest title (re-export predecessor). This allows the order and subscription record to be attached to the latest record. Move Holding records and Item forms accordingly.

When a title changes, verify that the appropriate linking field(s), 78X's have been added.

5. If the OCLC record is open, edit our local ALEPH record by adding the cessation information identified below (we usually receive a note from the publisher or vendor showing the specific volume the title ceased with).

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Check whether the OCLC record has enough changes to necessitate overlaying the original record exported into ALEPH with a fresh copy.

- a) Close the 362 field
 - b) Bibliographic fixed field 008/06 (DtSt)
 - c) Bibliographic fixed field 008/07-14 (Dates)
6. In the Acquisitions/Serials module, **confirm that there are no un-arrived issues**, if there are return form to Serials Acquisitions.
 7. In the Holdings record, confirm the publication schedule has been deleted and edit the following fields to reflect cancelled status.
 - a) 008/06 Receipt or Acquisition status should be 2 (ceased).
 - b) Remove field 852, subfield z notes such as "Currently Received", Current Issues in Periodical Ctr.", etc.
 - c) Update Local Holdings Record (LHR) note in ALEPH holdings record; and LHR data in OCLC.

Note: If we close our local ALEPH record but the OCLC record remains open the LHR 008/06 Receipt or Acquisition status should be 2 (ceased) in both ALEPH and OCLC.

Clean-up 008 field if necessary and update 008/26-31 to reflect today's date.

8. Update the cessation form by checking the **Serc Update** box, and follow the routing instructions below.

TITLES THAT ARE DISCARDED

1. Remove 035 field (OCLC number) from the bibliographic record.
2. Delete IND holding symbol from the OCLC record.
3. Delete Local Holding Record from OCLC.
4. Forward Cessation Form to CADM. CADM deletes Item forms, Holdings records and Suppresses/Deletes bibliographic record.

Per Jayne Schlutt, 2/01/07 - If volumes are discarded, Item forms can be deleted.

IMPORTANT: If receiving location discards all pieces and deletes item forms, Serials Cataloging should delete holdings record. Do not route to CADM.

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Special Instructions

Special handling instructions	Route to:
Serials <ul style="list-style-type: none">Serials Cataloging closes record.	Route only Hesburgh annuals to Bindery , all other titles select Serc Update on form only - Do not route.
Series Treated as monographs <ul style="list-style-type: none">Serials Cataloging closes bibliographic record used for check-in.CADM updates Authority record.	CADM
Series Treated as serial <ul style="list-style-type: none">Serials Cataloging closes record.	Route only Hesburgh annuals to Bindery , all other titles select Serc Update on form only - Do not route.
Discards <ul style="list-style-type: none">Serials Cataloging updates record.CADM is responsible for discarding bound pieces; deleting item forms and holdings record; and suppress/deleting bibliographic record.	CADM
Multi-volume monographs <ul style="list-style-type: none">Serials Cataloging closes record.If there is a series record - route to CADM.	CADM if we have a series record.

FORMAT CHANGES AND MIXED FORMAT – See Nastasha/Lisa