
ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.

Serials Cataloging Unit

“Disaster” Plan Alternative Workflows

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This document is to help Serials Cataloging Unit staff figure out possible alternative workflows when networked components (i.e. AFS, Aleph, OCLC, Internet) are down and staff needs work to do.

Here are some possible alternative workflows that we can undertake until the affected systems have been brought back online.

1. Do offline cataloging in Connexion, that does not require Aleph, or connecting to OCLC.
2. Verify microfilm holdings information.
3. Verify print serial holdings for series/print titles (Retrospective Conversion).
4. Organize notes and files.
5. Browse the CONSER Cataloging Manual and Editing Guides as a refresher.
6. Check with Serials Acquisitions to see if they need assistance.

Hopefully we will not need to implement this on a frequent basis, but will help guide us in looking alternative workflows.