GUIDELINES FOR PROCESSING PRINT SERIAL DROPS

Sort the drop forms by type: withdrawn, ceased publication, and cancellations. This information is on the drop form, number 7, SUPERVISORS DECISION. If all pieces have been discarded, sort as a WITHDRAWN SERIAL TITLE. If the pieces have been given to binding or returned to stacks, then read the reason for dropping the title. Sort as a DROPPED SERIAL TITLE when the penciled note is cancellation, no longer free, no response from publisher, no response to claim, etc. Sort as a CEASED PUBLICATION SERIAL TITLE when the penciled note is ceased pub, ceased publication, or no longer published.

Sort the drops by format: If there are internet resource holdings or cd-rom holdings or other formats, refer the drop to the Library Specialist. If the holdings are for a newspaper, refer the drop to the serials cataloger. If there are LIB HAS notes for LAW, Crystal Bridges, or USDOC collections, do not edit those fields as Cataloging is not responsible for the holdings statement.

DROPPED WITHDRAWN SERIAL TITLES:

1. Logon to cataloging module. Retrieve the bibliographic record with the bibliographic number on the form, or use a call number search if the bibliographic number is not available. Quickly compare the LOCATION, the call number (usually the 090 field), the title (245 field), and the summary holdings (860 field) the beginning volume and/or year with the information on the form.

   This is to verify that you have the correct record and also to check for any discrepancies in information between the screen and the form.

   Check the BIB LVL. If it is “m” (monograph), make a printout, attach to the drop form and place in cataloger’s basket. Check the Ser Type. If it is “n” (newspaper), make a printout, attach to the drop form and place in Cataloger’s basket.

   If there are discrepancies, make a printout, attach to the form and set aside for your supervisor.

   If you are certain that you have the correct record, follow the procedures for WITHDRAWING LIBRARY MATERIALS. If you cannot delete the bibliographic record because some of the volumes are being searched (STATUS codes 2,3,4) to discard, suppress the bibliographic record with BCODE3 n and enter note in 947 that the volumes/numbers will be discarded if found, and delete the 860 or 866 field. EXCEPTION: Do not delete item records with the “per” location. When the session is ended, make a printout of the InfoLinks statistics screen.

2. Logon to the OCLC union list system and retrieve the record(s) (the OCLC number is on the InfoLinks printout) of withdrawn titles and delete the local holdings record(s) for the location and/or copy listed on the drop form. If this 946 note, WEST PRINT ARCHIVE: DO NOT WITHDRAW OR DISCARD VOLUMES, is present in the bib record, then an AFUSP lhr must also be created or edited. Refer to procedure under WEST LHRs tab in the LibGuide. Current local policy includes duplicate AFU and AFUSP local holdings records for the selected WEST titles.
Click on the command to delete the local holdings record; the system responds with a message saying that the record has been deleted.
Be aware that, if the local holdings record is the last or only lhr in the system, the system will ask if you want to delete the AFU symbol from the bibliographic record.

DROPPED SERIAL TITLES:

1. Logon to cataloging module. Retrieve the bibliographic record with the bibliographic number on the form, or use a call number search if the bibliographic number is not available.
   NOTE: with a call number search, several records may be retrieved if the title has changed.

2. If the BIB LVL is “s”, compare the LOCATION, the call number (usually the 090 field), the title (245 field), and in the summary holdings (860 field), the beginning volume and/or year with the information on the form to verify that the bibliographic record is the correct one.

3. If there are discrepancies, make a note and set aside to review with your supervisor.

4. If there are no discrepancies, check the 362 field. If the beginning volume and/or year are not later than the 860 field beginning volume and/or year and the 362 field is still open-ended, determine the total holdings by reading sections 5-6 on the form, the copy of the kardex card, and, if necessary, other attached papers. Enter the correct information in the LIB HAS note field. Delete any statements about temporary locations, such as, Current issues in PERIODICALS ROOM., because the issues will be transferred to the permanent location. If the paper copy has been dropped and the LIB HAS note reads, Kept until microfiche (or microfilm) received, go ahead and withdraw the paper copy and assume that the paper issues will be discarded.

   If the microfiche/film copy has been dropped and the LIB HAS note for the paper reads, Kept until microfiche/film copy received, check to see if a Change of location/retention form has been prepared for the paper copy.

5. Edit the 860 field to reflect the total holdings.

6. Always enter the reason for dropping the serial and your initials in a 947 field.

7. View the record in the OPAC to check for accuracy and clarity of the LIB HAS note. Make a printout to use when editing the OCLC local holdings record, if this is more efficient for you.

8. INTERNET cancellations: Delete the 856 field, the 860 INTERNET LIB HAS note, and the “inter” location in the item record because usually both print and Internet subscriptions are cancelled at the same time.

   EXCEPTION: Leave 856, 860 fields and item record in InfoLinks if the drop form indicates that the URL should remain in the bibliographic record. See section 8 of the drop form.

9. Logon to the OCLC union list system and retrieve the OCLC local holdings record with the OCLC number search. Edit the local holdings record for the 860 field which was corrected on the InfoLinks bibliographic
printout. If this 946 note, WEST PRINT ARCHIVE: DO NOT WITHDRAW OR DISCARD VOLUMES, is present in the bib record, then an AFUSP Ihr must also be created or edited. Refer to procedure under WEST LHRs tab in the LibGuide. Current local policy includes duplicate AFU and AFUSP local holdings records or the selected WEST titles.

10. Follow the procedures in LOCAL HOLDINGS RECORDS IN THE ARKANSAS UNION LIST (except for the INTERNET location). Remember to review the OCLC bibliographic record. Count on the appropriate statistics sheet.

11. Give all cancelled titles to your supervisor to proofread during training.

12. On the drop form, write the date and your initials at CATALOGING: Date drop completed:_____________________ (section 8)
CEASED PUBLICATION SERIAL TITLES:

1. Perform all steps on InfoLinks as for the Dropped Serial Titles.

2. Logon to the OCLC union list. Edit or create local holdings records following the procedures in LOCAL HOLDINGS RECORDS IN THE ARKANSAS UNION LIST. If this 946 note, WEST PRINT ARCHIVE: DO NOT WITHDRAW OR DISCARD VOLUMES, is present in the bib record, then an AFUSP lhr must also be created or edited. Refer to procedure under WEST LHRs tab in the LibGuide. Current local policy includes duplicate AFU and AFUSP local holdings records for the selected WEST titles.

3. Return to the InfoLinks system and edit the bibliographic record to reflect the information either in the OCLC record or on the drop form. Prefer the OCLC form if the record has been updated.

4. 008 field: change the Pub Stat to “d”. Enter the closing date in the Date Two field.

5. Add additional 222 fields if necessary.

6. 260 field: add the final publication date if on the OCLC bibliographic record.

7. 362 field: add the ending volume and/or date from the OCLC bibliographic record or from the information on the drop form.

8. 785 field: If the OCLC bibliographic record has a 785 field, add it to the InfoLinks record even though the library will not be receiving it.

9. Count these as Recataloged, Serials in the location on the Cataloging Department statistics recataloging form.

RESPONSIBILITIES OF THE SUPERVISOR

1. Check all InfoLinks bibliographic record changes.

2. Check all OCLC local holdings records.

3. Date and initial the drop form and place in basket with printouts attached.

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