PERIODICAL PROCESSING

Title: ___________________________ Acronym: ____________
Start Date: ______________________ End Date: ______________

LIBRARY SPECIALIST

ADD▼ Acquisitions:

⊗ ⊗ Price, copies/funds
⊗ Notes, route to: _____________________

Cataloging:

⊗ Bib record
⊗ Holdings record (866, open or close)
⊗ Suppress in Webpac (sent to dept)

Statistics:

⊗ Tally

LIBRARY TECHNICIAN

⊗ Subscription pattern/Component (Delete claims first)
⊗ Display label
⊗ Folder label
⊗⊗ E-list / Proquest
⊗ Retention period ________________

REMOVE ▲

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