

SERIAL CANCELLATION WORKSHEET

Requested by: GJG / TB / MK

Date: _____

TITLE: _____

ISSN: _____ - _____ Journal/CALL NO. _____

Reason for cancellation: _____

- Disposition: send to storage in 1 year
 send to storage at end of current subscription term
 send to storage now

LINUS SERIALS CONTROL (1) Completed by: _____ Date: _____

Order record #: _____ Cancelled title Dead title

- Request refund (set tickler for one month)
- Set Next Action and Next Action Date
- Create pop-up note on check-in record
- Cancel order with supplier Cancel order in LINUS
- Add title to master list of year end cancellations

BINDERY Completed by: _____ Date: _____

- Remove issues from Incomplete/Bindery Prep shelves
- Remove issues & shelf label from current shelves
- Delete check-in cards and predicted issues
- Close summary of holdings on check-in record

CATALOGING Completed by: _____ Date: _____

- Close bib

E-RESOURCES Completed by: _____ Date: _____

- Close holdings on AtoZ tracking

LINUS SERIALS CONTROL (2) Completed by: _____ Date: _____

- Refund received. Set Next Action Date.
- Return this worksheet to BINDERY if Disposition is to send to storage in 1 year

FILE in current Worksheet binder