

PROCESSING SERIAL TITLE CHANGES

This document outlines the procedures the serials staff and the catalog librarian follow when notification is received for bibliographic changes to periodical or serial publications.

Notifications received through the subscription agent's monthly reports will be reviewed by the acquisitions manager. If notification arrives with an issue, the serials check-in specialist will forward everything to the acquisitions manager.

The acquisitions manager will determine whether the title has actually changed, according to AACR2 and LC Rule Interpretations. If in doubt, consult the catalog librarian.

If it is not a title change:

Serials check-in staff will record information regarding the variation in title in the check-in note field.

If needed for added access, create a check-in component for the variant title.

The acquisitions manager will notify the catalog librarian of variation in title. The catalog librarian will make necessary changes to the bibliographic record including notes, access points, etc.

Piece will be returned to serials check-in for processing.

If it is a true title change:

The catalog librarian will search OCLC for new title and import into Voyager.

If the new title is not found in OCLC, the catalog librarian will create a provisional or original record in Voyager.

Include appropriate linking information (580/78x) in the bibliographic record.

In the MFHD record, use the location code used for the previous title.

Assign call number to new title.

Reminder: Retain, add or modify appropriate notes on routing, binding or processing in the 852 |x field. This information should also appear in the check-in note field.

Old title:

The catalog librarian will update and/or modify the bibliographic record including appropriate 580/78X linking information, publication status and Date 2 in fixed field, 260 |c, 300, 362 in Voyager. The LDR in OCLC will also be updated to reflect current holdings, lending policy and acquisition status.

Acquisitions:

The acquisitions manager or serials check-in specialist will create a purchase order for the new title using the vendor and fund code information from the old title PO. The PO number for the new title should be the same PO number used for the old title but ending with a “C”.

Example: [Old title] po#12345
 [New title] po#12345C

Create a check-in component for the new PO and set up a subscription pattern. Verify that all pertinent notes are copied from the old pattern.

Close the pattern for the old title only if all expected issues have been received.

The acquisitions manager will complete the PO for the old title only if all expected issues and invoices have been received.