Receiving Checklist (version 4.5)
Updated 8/23/2006

Cancellations
___Check in Final issue
___Check to see if there are claims
   **If there are outstanding claims:**
   ___Print extended info & claim screen
   ___Give to Claims printout to the Claims coordinator for priority investigation
   ___Pull all loose editions and place on the Bind-Prep shelf and update MARC to reflect new status.
   **If there are NO outstanding claims:**
   ___Print extinfo.
   ___Pull issues & remove shelf label
   ___Put paperwork w/issues on BINDERY trucks

UNITS
___Follow instructions above except request the bindable unit to be sent directly to you and that the shelf removed.
   **Unit Claims**
   ___Follow instructions above except request from the branch manager that all current issues be placed in the Bind-Prep Shelf

Broken online links
___Report the Dead Link to the orders coordinator.

Format Change
___Check to see if item is a gift or a subscription.
   **If the title is a gift or depository:**
   ___Photocopy proof and/or print out extended info (proof) and send issues to Bib-Cat.
   **If title is a subscription:**
   ___Photocopy proof and/or print out extended info (proof) and send issues to orders coordinator.

ISSN Additions/Corrections
___Receive issue
___Print bib record
___Photocopy proof [notice]
___Send issue to designated location
___Put paperwork on ISSN CORRECTION shelf

New Subscriptions / Reinstated Subscriptions
___Print extinfo
___Receive issue
___Print bib record
___Put bundle [paperwork w/issue] on NEW TITLE shelf

Numbering Change
Redo the pattern and/or adjust the predictions
Receive issue
Enter in the extended info: Series change w/ [last issue of old series] [initials/date]"
Pull or request to bind the rest of the issues.
Print bib record
Photocopy proof [notice]
Send issue to designated location
Put paperwork on SERIES CHANGE shelf

Publisher/Agency Changes
Receive issue
Print bib record
Photocopy proof [notice]
Send issue to designated location
Put paperwork on PUBLISHER/AGENCY CHANGE shelf

Simple Frequency Changes
Remove extraneous expected predictions
Adjust patterns folder
Generate new predictions
Check Bibliographic Record (the 310 field) to ensure that the Bib record has been updated with the new frequency
Change bind frequency note to "BD IV. [Review]" in extinfo
In the Binding Folder enter note: "FREQ CHG REVIEW BIND"
IF CHANGE IS NOT NOTED IN THE BIB RECORD take the following additional steps:
Print extended info and proof of frequency change
Put paperwork on FREQUENCY CHANGES shelf

Title Changes
IF separate notification is received concerning a possible title change
Enter "Possible TC to [new title] w/-- per [initials/date]" in extinfo
Photocopy proof [official notice or cover page]
Give copy of the information to the Receiving Coordinator

IF issue of NT is received along with notice
Pull last issue of OT & 1st issue of NT
[Notify units to send last issue of OT]
Put bundle [paperwork w/issues] on TITLE CHANGES shelf