Overview

Continuing and Electronic Resources Workflow
North Carolina State University Libraries

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Order processing (p.2) (may include license negotiation, p.3)

Print serials processing (p.4)

Electronic serials processing (p.5)

Print serials claims and replacement

Title maintenance (p.6)

Print Serials Binding

Electronic serials subscription maintenance

Note: Italics indicates a proposed diagram.

Color code

Acquisitions staff member

Acquisitions librarian

Cataloging unit head

Cataloging staff member

Library admin

Acquisitions unit head

Acquisitions student worker

Cataloging librarian

Collection Manager

University purchasing staff
From A
p. 2
d. 6

Receive first issue at check in
Pass to staff member responsible for title
Fill out Remedy ticket to request cataloging
Send print out of request and first issue to M&C

Create original record according to local policies and procedures
Yes

Usable record available from OCLC?

No

Remedy ticket assigned to staff member

Pass to unit head for review
Overlay record onto brief record

Review original record
Complete record according to local policies and procedures

Yes

Overlay record onto brief record

No

Return to staff member

Needs librarian review?

Yes

Pass to cont. and electronic resources librarian for review

Continuing and electronic resources librarian reviews with unit head

No

Overlay record onto brief record

Reassign Remedy ticket to Acq (w/ title cntll and call nos.); copy Binding

Create predictions, check in, and label first issue

Send order statistics to unit head

Send first issue to current periodicals area or branch library

To C
p. 6

Close Remedy ticket; copy Collection Management

Notify PSC of new title