

UM LIBRARIES  
SERIALS CANCELLATION FORM

Title:

ISSN:

Call No.:

Cost:

Format:      Paper              Microform              Electronic

Reason for Cancellation:

Holdings	Current	Back File
Years/Volumes		
Location		
Other locations		
Bind		n/a
Retain	n/a	
Transfer to MOSS (bound)		
Transfer to MOSS (unbound)		n/a
Withdraw	n/a	
Discard		n/a

Authorization \_\_\_\_\_

Selector \_\_\_\_\_ Date \_\_\_\_\_

Director for Collection Management & Special Collections \_\_\_\_\_ Date \_\_\_\_\_

Form Circulation \_\_\_\_\_

Selectors:

- Complete, print, and sign this form.
- Send this form to Collection Management

Acquisitions:

- Cancel with vendor.
- Give this form to serials IT to add notes.
- Send a copy of this form to periodicals unit with volume and date of last piece.
- When last piece arrives, close record.
- Send last piece with note to periodicals

Periodicals Unit:

- Update Note records.
- When last piece is received, pull from shelves.
- Notify TSD to close summary.

Collection Management:

- Update usage statistics lookup files.