SERIALS DECISION FORM for PRINT (and other tangible formats) ONLY ver. 05/2011

For e-resources use: http://www.lib.berkeley.edu/Staff/CS/order_e_resources.html

DATE: _____

TO: _____

- ☐ **Selector**
- ☐ **Ordering Unit**
- ☐ **Records Manager**
- ☐ **Check-In**
- ☐ **Gift & Exchange**
- ☐ **Serials Cataloging**

FROM: _____

- ☐ **Selector**
- ☐ **Ordering Unit**
- ☐ **Records Manager**
- ☐ **Check-In**
- ☐ **Gift & Exchange**
- ☐ **Serials Cataloging**

TITLE: _____

- ☐ TITLE NOT WANTED
- ☐ NEW TITLE: Create Check-in and Catalog. We will continue to receive this title.
- ☐ NEW TITLE, INACTIVE: Catalog. These pieces are all you expect to receive. Do Not Create Check-In
- ☐ ADD to Existing bibliographic record # .b _____

FORMAT(do not use for e-resources)

select **ALL** that apply:

- ☐ print
- ☐ microfilm
- ☐ order in-house filming
- ☐ CD-ROM

Other: _____

FREQUENCY

- ☐ monthly
- ☐ weekly
- ☐ quarterly
- ☐ unknown
- ☐ annual
- ☐ other _____

ACQUISITION METHOD

☐ **PLACE ORDER FOR TITLE**

Begin with: _____

Fund: _____

Comes on Millennium order # .o _____

Parent title _____

☐ **TITLE COMES VIA STANDING ORDER**

Comes on which Standing Order?

_____

☐ **TITLE COMES VIA DEPOSITORY**

Comes on which depository program?

_____

☐ **TITLE COMES VIA EXCHANGE**

☐ **TITLE IS FREE / GIFT**

Selector has confirmed with publisher/source that we will continue to receive free of charge

Source Address: _____

_____

☐ **TITLE COMES VIA LC ACQUISITIONS PROGRAM**

Program Name/Number _____

BINDING, SHELVING, RETENTION

☐ BIND ON RECEIPT

SHELVING LOC **UNBOUND** _____

SHELVING LOC **BOUND** _____

RECEIVING LOC _____

☐ LIMITED RETENTION: Current _____ ONLY

Technical Services Staff Only: MILLENNIUM RECORD NUMBERS

Order .o _____

Bibliographic .b _____

Holdings .c _____

NOTES