

Serials Check-in Problem Form

Attach to magazine and send to Tech Services

Date:

Staff:

_____ NEEDS PREDICTIONS

_____ NEW MAGAZINE: SETUP NEW CONTROL RECORD

_____ PUBLICATION PATTERN CHANGED: MODIFY RECORD

_____ ENUMERATION AND/OR CHRONOLOGY DO NOT MATCH

_____ NO RECORD FOUND

_____ EXTRA COPY - PLEASE CHECK IN

_____ LABEL DOES NOT MATCH MAGAZINE LOCATION

_____ MAGAZINE CHANGED TITLE:

FROM:

TO:

TS Use Only

_____ Okay to Check In