

Checklist for Series Workflow

- * Compare the piece and the bibliographic record. Make corrections as needed.
 - Same series?
 - All series?
 - Numbering?
 - Captioning?
 - Spelling or spacing errors?
 - Extra or missing words?

 - We trace all series locally so no 490 zeros. Make corrections as needed. Must have either 440 or 490 1/830 type combination.

- * Analytic call# - is this a serial or monoset? Analyzed?
 - Check for 699 (local treatment decision)
 - Check for cover record in GIL
 - Alternative class sep. call#? May need to route for original cataloging.

- * Authority validation process.
 - Heading validated (ok)
Heading validated – Cosmetic Differences (ok)
Earlier Heading (ok)
Later Heading (ok)
 - See Reference (make correction)
Partial Heading Validation (check GIL or OCLC for full authority record)
Nonexistent Heading (search OCLC for authority record)

If matching series record is not in GIL or OCLC route to Cataloging with a DLC/PC form.

- * Quoted notes – assume ok on DLC copy