# **Processing Title Changes (LTS Procedure #40)**

**Scope:** This document outlines the procedures that Library Technical Services serials receiving staff follow when notification is received for bibliographic changes to periodicals and serial publications.

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Unit: E-Resources and Serials Management

Date last reviewed: 08 Dec 2023

Date of next review: Dec. 2024

1. If a title change is suspected without having the book in hand, update the POL note for the old title (ex: Possible title change after 2021 - give to Paul upon receipt.)

## Package

#### Title

Handbook advance.

### Receiving note

hote HD9352 J62 --- Latest edition available in Nestle Library (Statler Hall). Please see a librarian for access

SEND TO BOOKMARKING & BARCODE.

EBSCO s.o. cancelled after 2021 - Ken B. will firm-order from 2022 onward each year.

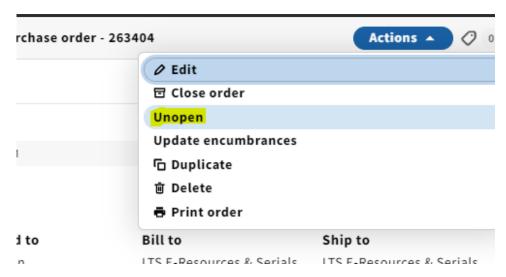
Can still use this PO for payment.

Possible title change after 2021 - give to Paul upon receipt.

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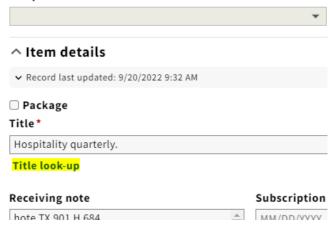


- 2. If the title change is caught after the book has already been received, the Instance record will need to be updated. Either hand to Paul H. or put the title on the "Problem Serials" shelf in 110.
- 3. After the Instance record has been updated to reflect the new title, he will hand it back to Serials Acquisitions to update the PO to the new title. The following steps should be taken to do so:
  - a. In general, it's best to reattach the old PO to the new title. Navigate to the PO by searching the old title in the Receiving app or entering the PO number in the Receiving or Orders apps.
  - b. From the PO itself (not the POL), click *Actions Unopen*. This step is necessary to reattach the PO to the new title. If you do not have this permission, see the Serials Unit Supervisor.

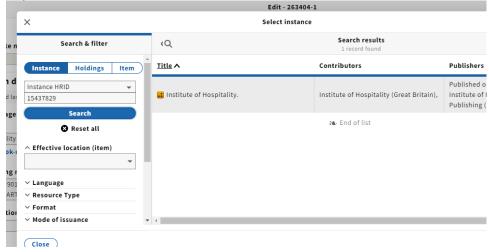


- c. Click on the POL you wish to reattach. This will bring you to PO line details.
- d. Click Actions Edit from the third panel.
- e. Click Title look-up

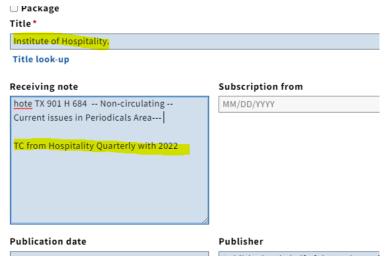
#### Template name



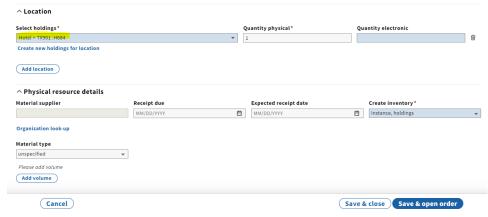
f. It's easiest to enter the HRID to find the new title's Instance record (make sure that *Instance HRID* is selected in the *Search & filter* drop-down menu). Select the new title.



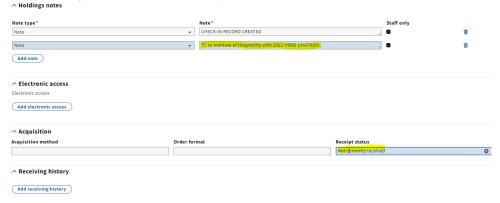
g. You will now see the new title populating the *Title* field. Add a brief note to the *Receiving note* field indicating that this underwent a title change (ex. *TC from Hospitality Quarterly with 2022*).



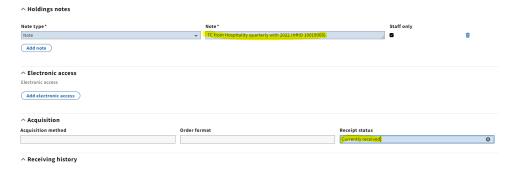
h. Scroll down and confirm that the location is correct. Click Save & open order in the bottom right corner.



- i. Next, navigate to the old title's Instance record in Inventory, followed by holdings record.
- j. Enter a staff only note in the Holdings notes field indicating that this underwent a title change (ex. TC to Institute of Hospitality with 2022 (HRID 15437829). Change Receipt status to Not currently received.



- k. Click Save & close.
- I. In the holdings record for the new title, enter similar notes as above (ex. TC from Hospitality quarterly with 2022 (HRID 10019068). Enter Current ly received in the Receipt status field.



m. Click Save & close.