

# Processing a ceased serial (ARCHIVED)

This procedure has been archived and will no longer be updated. For the related regularly-updated procedure, please follow this link: <https://confluence.cornell.edu/pages/viewpage.action?pageId=436189299>

1. In the Receiving app record of the ceased serial, delete all pieces populating the *Expected* field if we know we won't be receiving the issue(s). Click each individual piece and selecting *Delete*.

**Edit piece**

**Caption**  
39 (2022)

**Piece format \***  
Physical

**Expected receipt date**  
MM/DD/YYYY

**Comment**

**Select location**  
Olin (olin)  
[Assign a different location](#)

**Supplement**

**Buttons:** Cancel, Delete, Quick receive, Save & close

date	Receiving note	Order type
	olin PS 617 .J83 CEASED AFTER NO. 39 (2021)	Ongoing

**Expected**

Caption	Piece format	Expected receipt date	Request
39 (2022)	Physical	-	-

2. Open the Instance record in the Inventory app by clicking on the title at the top of the Receiving record, which is a link. You'll want to open the link in a new tab so you can easily navigate back and forth between Receiving and Inventory.

## Jubilat.

### ▼ Title information

#### ^ POL details

<b>POL number</b> 126596-1	<b>Expected receipt date</b> -	<b>Receiving note</b> olin PS 617 .J83 CEASED AFTER NO. 39 (2021)	<b>Order type</b> Ongoing
<b>Vendor</b> EBSCO	<b>Material supplier</b> -		
<b>Requester</b> -	<b>Rush</b> <input checked="" type="checkbox"/>		

3. Open the holdings record by clicking View holdings next to the appropriate location.

 Instance record (unspecified)

**Jubilat.**

▼ Holdings: Olin > PS617 .J83

[View holdings](#)

[Add item](#)

24

[Add holdings](#)

4. Select *Actions* and then *Edit* in the upper-righthand corner of the holdings screen.

 Holding • Jubilat. • Dept. of English, University of Mass • c2000  
4679684 • Last updated: 6/19/2021 [Actions](#) ▲

Instance: Jubilat.. Dept. of English, University of Mass, c2000

 [Edit](#)

 [Duplicate](#)

 [Delete](#)

er holdings ID

5. Make sure the holdings statement is accurate and shows the final completed volume before cancellation.

### ^ Holdings details

#### Number of items

#### Holdings statements

#### Holdings statement

1-39 (2000-2021)

#### Holdings statement

[Add holdings statement](#)

6. Scroll down to Holdings notes, click *Add note*, select *Note* for type and add the ceased publication statement. Be sure to check the staff only toggle since this note should be private.

#### ^ Holdings notes

Note type	Note	Staff only
<input type="text" value="Note"/>	<input type="text" value="dbe=c CHECK-IN RECORD CREATED"/>	<input checked="" type="checkbox"/>
<input type="text" value="Note"/>	<input type="text" value="Ceased publication after no.39 (2021)."/>	<input checked="" type="checkbox"/>

[Add note](#)

7. Scroll down to Acquisition and update Receipt status to *Received and complete* or *ceased*



8. Click Save & close at the bottom of the screen when done.

9. Click the X in the upper-left hand corner of the screen to exit the holdings record.



5197333

FOLIO

Holdings type

Serial

Statistical code type

Statistical code

10. Exit out of the Inventory app tab and go back to the Receiving app tab.

11. Navigate to the POL by right-clicking on the linked POL# and opening in a new tab.

Jubilat.

### ▼ Title information

### ^ POL details

POL number

Expected rece

126596-1

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect

Vend

Material supp

EBSC

Requ

sh

### ^ Expected

12. Select *Actions* and then *Edit* in the upper-righthand corner of the POL detail screen.

← PO Line details - 126596-1 Jubilat. Actions

- Edit
- Receive
- Delete
- Print

^ Item details

▼ Record last updated: 2/3/2022 8:08 AM

Title

Jubilat.

13. You'll want to indicate that the ongoing order has been ceased after a given year in the *Receiving note* field.

## ^ Item details

Record last updated: 2/3/2022 8:08 AM

### Package

#### Title

Jubilat.

#### Receiving note

olin PS 617 .J83  
CEASED AFTER NO. 39 (2021)

#### Sul

MM

#### Publication date

#### Pul

14. Scroll down to PO line details, and change both the *Receipt status* and *Payment status* (as long as the last invoice has been paid) to *Cancelled* from the drop-down menu.

## ^ PO line details

#### POL number

126596-1

#### Acquisition method

Purchase at vendor system

#### Order format

Physical resource

#### Created on

6/29/2021, 11:42 AM

#### Receipt date

MM/DD/YYYY



#### Receipt status

Cancelled

#### Payment status

Cancelled

#### Source

User

15. Click *Save & close*

16. If this is the only line item on the purchase order, you will want to close out the PO. *Note that only open orders can be closed.* Take the following steps to do so:

a. Click the arrow on the upper-lefthand corner of the POL details pane, which takes you to the PO itself

PO Line details - 259274-1

Item details

Record last updated: 6/16/2021 4:33 PM

Title  
Mother Jones.

Receiving note	Subscription from	Subscription to	Subscription interval
olin AP2 M91 + ci:Per Rm CANCELLED AFTER 2021	-	-	-
Publication date	Publisher	Edition	Linked package
-	-	-	-

Contributors

b. Click *Actions* and *Close order*

Purchase order - 259274

Actions

- Edit
- Close order
- Unopen
- Update encumbrances
- Duplicate
- Delete

Purchase order

Record last updated: 6/16/2021 4:33 PM

PO number	Vendor	Created on	Created by
259274	EBSCO	Ongoing	admin, admin
Approval date	Assigned to	Bill to	Ship to
6/16/2021, 4:33 PM	Warfield, Debra Claire	LTS Acquisitions 110 Olin Library Cornell University Library Ithaca, NY 14853	LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853
Manual	Re-encumber		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

c. A pop-up box will appear where you can indicate why you are closing the PO. Select *Ceased* under the *Reason* dropdown menu and note when the publication was ceased.

Close - purchase order - 126596

Reason  
Ceased

Notes  
CEASED AFTER 2021

Cancel Submit

d. To close the order, click *Submit*. A confirmation message appears and the order's status changes to *Closed*.