Serials Unit Workflow Diagrams

The workflow diagrams found on this page have been created as a tool to document and examine Serials Unit processes within Acquisitions & Discovery. The diagrams are always subject to change, and the most recent available version will be found at this space.

The process used to design these diagrams is described here: workflow mapping procedures.

The style guide used for these diagrams can be downloaded here (in Visio format) and is filled on the G drive under G:\Acquisitions & Discovery\Department Administration\Workflows\Workflow Style Guide_FINAL.vsd

Overview of processes

This diagram identifies the major workflows performed by the Serials Unit. Processes in bold have been mapped and can be found on this page. Processes in italics have yet to be mapped.

Overview

Acquisition and description

New order processing
License Negotiation
Access point creation (print resources)
Access point creation (electronic resources)
Process Invoice
360MARC new journal records
360MARC updated journal records
360MARC deleted journal records
ILL Article ordering
Process New E-Journal Package
Transfer Titles

Maintenance

Renewals
Cancellations
Bibliographic Record Changes - Ceased Title (All Formats)
Bibliographic Record Changes - Format Change (P to E-Only)
Bibliographic Records Changes - Frequency & Miscellaneous
Bibliographic Record Changes – Title Change (All Formats)
Package Maintenance & Renewal

Inventory control

Print serials check-in
Print serials claims
Print standing orders and continuations receiving
Electronic Serials Access Verification Using E-Matrix

Preservation

Hunt Binding