

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

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[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

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