

Subscription decision: NO

6 October 2003

The following procedures should be followed when a bibliographer makes the decision NOT to place a subscription for a serial title:

1. Serial has an analyzable title:
 - a. Not held as a serial by another Harvard library:

If there is no serial record with holdings for another library in Aleph, each division may decide whether to catalog the title on a book record. The item should be sent to HD. The record should NOT be taped out to OCLC; the division may want to add a staff note (x) in the holdings record that the bibliographer decided not to place a subscription.
 - b. Held as a serial by another Harvard library:

If another HCL library has a serial record with holdings in Aleph, do not catalog the item on the serial or on a book record. Either offer the piece to the holding library or reject the piece in hand. If a non-HCL library has a serial record with holdings in Aleph, reject the piece via DBM. If the piece in hand has a Widener record in Aleph, follow the Reject procedures as outlined in <http://hcl.harvard.edu/technicalservices/policies/acquisitions/rejects.pdf> (omitting the H09 \$\$k srp) Send the piece to G&E, discard, or, if requested, return to bibliographer.
2. Serial does not have an analyzable title:
 - a. Not held as a serial by another Harvard library:

Reject the piece in all cases per HCL-TS policy. If the piece in hand has a record in Aleph, follow the Reject procedures as outlined in <http://hcl.harvard.edu/technicalservices/policies/acquisitions/rejects.pdf> (omitting the H09 \$\$k srp) If there is no record in Aleph, do not create one simply to record the reject decision. Send the piece to G&E, discard, or, if requested, return to bibliographer.
 - b. Held as a serial by another Harvard library:

If another HCL library has a serial record with holdings in Aleph, do not catalog the item on the serial or on a book record. Either offer the piece to the holding library or reject the piece in hand. If a non-HCL library has a serial record with holdings in Aleph, reject the piece via DBM. If the piece in hand has a Widener record in Aleph, follow the Reject procedures as outlined in <http://hcl.harvard.edu/technicalservices/policies/acquisitions/rejects.pdf> (omitting the H09 \$\$k srp) Send the piece to G&E, discard, or, if requested, return to bibliographer.

3. Serial record already exists for Widener in Aleph:

If there is already a Widener Aleph serial record with holdings; send the piece to Serials Services to update the holdings. Let the Serials Services Division staff know that the bibliographer has decided NOT to place a subscription.