



* required fields, please complete

ACCESSIONS LIST SERVICE REQUEST

ADDRESS FOR NEW REQUEST OR CHANGE REQUEST

TO: OCLC-affiliated regional network or service center, distributor, or if independent, to OCLC Support Services.			Date
INSTITUTION NAME*		NETWORK, SERVICE CENTER OR DISTRIBUTOR*	OCLC SYMBOL*
STREET ADDRESS		P.O. BOX	BUILDING (when appropriate)
CITY*	STATE or PROVINCE*	ZIP or POSTAL CODE*	COUNTRY or REGION
CONTACT PERSON (first name, surname)*		JOB TITLE (e.g., Librarian, Director)*	
TELEPHONE NUMBER*	FAX NUMBER*	E-MAIL ADDRESS*	

TYPE OF ACCESSIONS LIST SERVICE REQUEST*

New Change Cancel Cancel date _____

New and change orders must be received at OCLC at least seven (7) working days before the beginning of the Accessions List period in order to receive the entire period's data. A subscription may be started mid-period, but will contain activity only from the point of order entry.

Change orders should be completed as if filling out a new order, reflecting all options desired.

Cancel orders must be received at least five (5) days before the end of the Accessions List period. For cancellation, complete the top portion of the form and sign below

Sufficient lead time needs to be provided for network/service center review and approvals.

FREQUENCY* (Select one)

Semimonthly covers cataloging activity for the 1st-15th of the month, and the 16th-end of the month.

Monthly covers cataloging activity for the 1st-end of the month.

Quarterly covers cataloging activity for January-March, April-June, July-September, October-December.

ACCESSIONS LIST SERVICE TO BEGIN*

Month _____ Year _____

BIBLIOGRAPHIC LEVEL OF ENTRIES*

Include serial titles

Exclude serial titles

PRIMARY SORT* (Select one)

Institution (Complete 1-3 below; do not complete page 2)

One list, in secondary sort, with each cataloged title appearing once.

Holding Libraries--All (Complete 1-3 below; do not complete page 2)

Titles cataloged for each holding library are sorted under a heading identifying that holding library.

All holding library lists have the same secondary sort sequence. All entries have the same type of call number.

Each title is listed under each holding library for which it was cataloged (e.g., one title can be represented several times in the list if cataloged for different locations within the same Accessions List period).

Using codes on the right:

1. Select one CALL NUMBER TYPE

2. Select one SECONDARY SORT

3. If SECONDARY SORT = SF or SA, select one SUBJECT HEADING OPTION

Selected Holding Libraries (Complete page 2, if you select this option.)

Select Call Number Type:

Library of Congress	L
Dewey Decimal Classification	D
National Library of Medicine	N
Superintendent of Documents	S
National Agricultural Library	A

Select Secondary Sort:

Author	A
Call number	C
Title	T
Subject, First (first occurrence of a heading for the chosen subject option.)	SF
Subjects, All (all occurrences of headings for the chosen subject option.)	SA

If secondary sort = SF or SA, select Subject Heading option:

LC	1
LC + LC Children's	2
LC + MeSH	3
MeSH	4
LC + Sears	5
LC Children's	6
ALL in Record	7
Sears	8
Sears + LC Children's	9

AUTHORIZATION

Authorization Name

Signature

Date

NETWORK AUTHORIZATION

Authorization Name

Signature

Date

