

Journal Cancellation Request

Title:

Cost:

Library holdings:

Cancel at end of current subscription? Yes/No
If not, cancel as of what date?

Why canceling?

Canceling all formats? Yes/No
If not, which formats should be cancelled?

What should be done with the backfile?

Special instructions?

Who requested cancellation? (Attach Faculty Request)

Signature of Liaison Librarian

Date

Approved by Librarians _____

Date _____

For Tech Services Use:

Date and initial each step as it's completed; make any comments in spaces below

- 1) Vendor contacted and title cancelled? _____
- 2) Order record edited? _____
- 3) Physical accommodations changed? _____
- 4) "Library Has" edited? _____
- 5) Check-in card edited? _____
- 6) Current issues statement deleted? _____
- 7) (If necessary) Backfile pulled and counted? _____