

CAMLS

Instructions for Completing the Paper Update Workform (UW-2)

Please note: The online form can only be used for updating titles already in the CAMLS Union List of Periodical Holdings in CPL's catalog. New titles added to the CULPH must be submitted on a paper workform with a copy of the title page attached.

1. ***Library Code:** Enter the library code as it appears in the CULPH.
2. ***Control Number:** Enter the control number as it appear in the CULPH. If a periodical title is new to the list, leave blank; a control number will be assigned.
3. ***Material Type:** Please check **Paper** or **Microform**.
4. ***Nature of Modification:** (please check)
 - a) **New Title to Library:** Title new to library's collection.
 - b) **New Title to CULPH:** Title new to CAMLS Union List of Periodical Holdings.
 - c) **Close Entry:** Title no longer received by the library, however backfile being maintained.
 - d) **Withdraw Holdings:** Title no longer received by the library. Library code and holdings statement will be deleted from the CULPH.
 - e) **Modify Entry:** Change in holding.
5. **Library of Congress Card Number:** Needed for a new title to the CULPH. Please provide.
6. **OCLC Number:** Needed for a new title to the CULPH. Please provide.
7. **ISSN Number:** Needed for a new title to the CULPH. Please provide.
8. **Author Main Entry:** Usually indicates a corporate entry.
9. ***Title:** Enter title as indicated in *OCLC 245 field* or on periodical title page.
10. ***Holdings Statement:** Provide volumes and dates in correct form. Check appropriate boxes to indicate paper or microform format and to indicate closed or incomplete holdings.
11. **Title See Reference:** Provide reference from an added title to correct form of entry, if necessary.
12. **Author/Title See Reference:** Provide reference from a corporate entry to a title or another corporate entry, if necessary.
13. **Continues:** Provide cross reference to a previous title, if necessary.
14. **Continued By:** Provide cross reference to succeeding title, if necessary.
15. **Verification Sources for New Titles:**
 - a) If *OCLC #* is not supplied, please verify in one of the sources indicated: **ULS, NST, Ulrich**, etc.
 - b) Please attach a copy of the title page.
16. **Organization, Name, and Date:** Person completing the form should note your organization's name, your name, and date. CAMLS staff will contact this person should any questions arise. **Send or fax (216.921.7220) to CAMLS office.**

*Required

