

STATE DOCS WORKSLIP

Date: _____

Title: _____

Agency: _____

Copies for distribution: _____

Notes:

If serial record issues to add!

New Cataloging: (circle all that apply)

Serial	Monograph
Electronic (CD/DVD)	Digital/Online
WORK COMPLETED _____	

Create SHR Update SHR

Item (s) to be Added as:

State Docs Reference	Copy _____
State Docs Non-Circulation	Copy _____
State Docs Circulation	Copy _____
State Docs Web Only	

WORK COMPLETED _____

Add to (CONTENTdm):

Catalogers use Connexion / Tech uses Project Client

Location on Digi Drive:

Issues to Add:

If "NM State Library online resource" (Cdm):

- ___ Approve
- ___ after indexing Check Cdm load
- ___ check SALSA link / WorldCat results
- ___ Add to shipment
- ___ copy file to FTP folder (make folder if need)

Input for Shiplist # _____

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