

Traces on Missing Periodicals

With the Patron

1. **CHECK** both the **Open** and **Compact Shelving**, Return Book Shelves and Sorting Shelves with the user.
(Many times the user has not looked in the right spot or has not looked on the return book shelves.)

When the periodical is not on the shelves (in priority order):

1. **CHECK** *WorkFlows*--Is the periodical active? Have we received the issue?
2. **CHECK** the *Library Catalog* – Is the item an annual? There are very few annual periodicals in the Periodicals Room.
3. **CHECK** the *Faculty and Special Loan Box*--Has it been checked out?
4. **CHECK**
 - a. The *bindery binder*--Has the periodical been sent to the Salt Lake commercial binder?
 - b. The *book repair* and *lettering* notebooks – Has it been sent to Book Repair or Lettering?
 - c. The *library catalog* – Does it have an online full text copy?
 - d. *Full Sources On-Line Book* --Can we find the same periodical online? If so, pull up the text on CIP/REF and print off the article.
5. **Check** with Bindery Prep. Is the item being prepped to go to the binder?
Indicators:
 - a. Monthly and Bi-monthly Periodicals: The whole year or six months of the periodical is gone.
 - b. Weekly or Bi-weekly: A month or two weeks is gone.
6. **DETERMINE** if the periodical could be in Serials. Indicators:
 - a. The Library Catalog states that the issue is has been received.
 - b. **CHECK** the Special Loan Box to see if one of the Serials personnel has checked out the periodical.

ASSIST the patron in making an [Interlibrary Loan](#) REQUEST.