

**MONOGRAPHS IN SERIES/
INDIVIDUAL MONOGRAPHS
REC'D ON S/O**

1. Use for all items with
CHECKNOTE=GREEN FLAG
2. Write 'SM', 'location code' from the
LOCATION field, and the 'Innopac
Blanket order (Info Record) number'
in pencil, on the bottom left hand
corner of the title page.
e.g. **SM**
cf
.b15687247

3. For **UNNUMBERED monographs**
(e.g. rec'd on Blanket orders,
Memberships) tick below:

Unnumbered monograph

4. For **EX/BLUE FLAG (Analyticals)**
kept at common call numbers : Write
'SA', 'location code', 'call number'
and the 'Innopac Blanket order (Info
Record) number' in pencil, on the
bottom left hand corner of the title page
and tick box below:

e.g. **SA**
2cf
PRI
.I5
.b12345678

Common call number

CML instruction

- Take in print
 Discard print

**If electronic access is available is it
required?**

- No
 Yes

Preferred level of cataloguing for e-version

- Individual title
 Other
• Please specify URL (e.g.
Department website)

<http://> _____
