**Workflow for new print analytics from CARS to MS**

**Analytic cataloging for new serials with standing orders**:

* CARS (Serials checkin) will send new serial to MS for cataloging. NOTE: Title changes are considered new serials and analytics cataloging treatment decisions apply to the entire lifespan of the serial until there is a decision to stop analyzing or if issues are no longer analyzable.
* MS will catalog the serial, create holdings record/summary, and record the analytic treatment decision. The serial is sent back to CARS (Serials checkin).
* CARS will take care of acq work orders and PO lines.
	+ The PO lines associated with the analyzed serials bibs have the PO line type " Physical - Standing Order Monograph." This PO line type is associated with item record linked to their own bib record. NOTE: Most analyzed serials orders from Millennium migrated as PO lines linked to the item records.
* CARS will create a brief mono bib, holdings, and item for each issue with the item linked to the serials holding PO line. CARS will attach barcodes to the issue and send it directly to Books & Serials (put on the serial analytics bookshelf in MS) for analytic cataloging with a blue analytic streamer, and a bindery streamer if there is a CDM decision to bind.
* Books & Serials catalogers will perform the analytic cataloging using the brief mono bib created by CARS.
* Books & Serials will send the cataloged analytic to DbAM for labeling. Any work statuses will be changed at the point of labeling. If the item has a bindery streamer, DbAM staff will put the item on the MS bindery shelf after labeling. Likewise, if the item is fragile or needs some type of special housing or binding, DbAM will flag and send to the bindery after labeling.

*Subsequently received analytic issues for serials with standing orders:*

* When subsequent issues of an existing serial are received by CARS, they will update the holdings summary in the serials holdings record with the new issues.
* For partial analytics, unanalyzed issues are treated as regular serial issues (i.e., checked in, labeled, and sent to the stacks). If the unanalyzed issues are to be bound they can go in the Bindery Bins in CARS after they are checked-in and labeled and the Bindery Unit will pick them up and bind them.
* For analyzable issues, CARS will create a brief mono bib, holdings, and item for the new issue with the item linked to the serials holding PO line. CARS will attach barcodes to the issue and send it directly to Books & Serials (put on the serial analytics bookshelf in MS) for analytic cataloging with a blue analytic streamer, and a bindery streamer if there is a CDM decision to bind.
* Books & Serials catalogers will perform the analytic cataloging using the brief mono bibs created by CARS.
* Books & Serials will send the cataloged analytics to DbAM for labeling. Any work statuses will be changed at the point of labeling. If the item has a bindery streamer, DbAM staff will put the item on the MS bindery shelf after labeling. Likewise, if the item is fragile or needs some type of special housing or binding, DbAM will flag and send to the bindery after labeling.

**New analytics for gifts and serials without standing orders:**

* CARS (Serials checkin or Monos receiving) will send new serials to MS for cataloging.
* MS will catalog the serial, create holdings record/summary, and record the analytic treatment decision. The serial issues(s) are sent to CARS (Serials checkin).
* CARS may or may not create a brief mono bib for each issue with a holdings record and an item record. If the issue originated in Gifts/monos receiving, mono bibs already exist.
* CARS will attach barcodes to the issue and send it directly to Books & Serials (put on the serial analytics bookshelf in MS) for analytic cataloging with a blue analytic streamer, and a bindery streamer if there is a CDM decision to bind.
* Books & Serials catalogers will perform the analytic cataloging using the brief mono bibs created by CARS.
* Books & Serials will send the cataloged analytics to DbAM for labeling. Any work statuses will be changed at the point of labeling. If the item has a bindery streamer, DbAM staff will put the item on the MS bindery shelf after labeling. Likewise, if the item is fragile or needs some type of special housing or binding, DbAM will flag and send to the bindery after labeling.

*Subsequent analytic issues for serials without standing orders:*

* When/if subsequent issues are received by CARS, they will update the holdings summary in the serials holdings record with the new issue.
* For partial analytics, unanalyzed issues are treated as regular serial issues (i.e., checked in, labeled, and sent to the stacks). If the unanalyzed issues are to be bound they can go in the Bindery Bins in CARS after they are checked-in and labeled and the Bindery Unit will pick them up and bind them.
* For analyzable issues, CARS will create a brief mono bib, holdings, and item for the new issue. CARS will attach barcodes to the issue and send it directly to Books & Serials (put on the serial analytics bookshelf in MS) for analytic cataloging with a blue analytic streamer, and a bindery streamer if there is a CDM decision to bind.
* Books & Serials catalogers will perform the analytic cataloging using the brief mono bib created by CARS.
* Books & Serials will send the cataloged analytic to DbAM for labeling. Any work statuses will be changed at the point of labeling. If the item has a bindery streamer, DbAM staff will put the item on the MS bindery shelf after labeling. Likewise, if the item is fragile or needs some type of special housing or binding, DbAM will flag and send to the bindery after labeling.