Going through the process required refinement of our internal procedures for recording and updating journal holdings in a variety of library systems. As a result, all library internal and external records accurately reflect the physical and electronic organization of materials.

**Stage 2: Electronic Relocation**
Cataloging, Serials and Collection Management staff collaborated together to develop and implement plans to update records in the library’s catalog, the serial control records in Sirsi WorkFlows, the print and electronic holdings listed in Serials Solutions 360 Resource Manager and SERHOLD. Separate processes were required to modify holdings information in each system for accurate electronic reflection of the physical moves.

- Systems librarian developed a new “onsite storage” location for the catalog.
- Temporary workers hired by the Cataloging Department were trained to make changes to MARC holdings records and individual item records.
- Serials and Cataloging staff worked together to verify the location of the title/volumes from the three groups listed on the disposition spreadsheet (those that were kept onsite, those sent offsite and those that were discarded or donated to NLM).
- Cataloging staff updated local print holdings information in Serials Solutions for those titles held in both print and electronic formats.
- Cataloging staff updated print and electronic format holdings in SERHOLD.

**Results**
- Extensive impact on workflow and significant interdepartmental effort.
- Serials staff devoted a large amount of time to prepare for the physical move, which allowed for an organized approach in a short time frame.
- Detailed review of our journal collection allowed the holdings of the physical and electronic collections to be accurately reflected in all systems.
- Purchase of electronic backfiles increased our electronic journals collection and filled gaps created by the physical relocation.

**Impact**
Going through the process required refinement of our internal procedures for recording and updating journal holdings in a variety of library systems. As a result, all library internal and external records accurately reflect the physical and electronic organization of materials.

- The project helped us to better determine where our print and electronic holdings overlapped, to reduce redundancies in our collection and bring more focus to our increasingly popular electronic journals collection.
- Frequent communication between all departments was essential to ensure accurate updating and agreement of all records.
- Students from the Schools of Medicine and Public Health and Health Services benefited from availability of increased quiet study space.