

General Instructions on How to Check In Serial Issues

The Check In Serial Issues wizard, found in the group of Serials wizards, is the first wizard under Common Tasks

Before using this wizard for the first time, right click on the wizard and set the properties. For assistance refer to the Technote on Serials Wizards Property Settings.



Check In : Select Search

Search for:

Index:

Library:

Current Title: [Oceans \[videorecording\] — XX\(16\)](#)

Current Control: [SC-74 — WYLD](#)

KEYWORD Periodical Title backpacker, ALL: 3 records

Title
Backpacker [electronic resource]
Backpacker

Search for the title

Different windows will display depending on how you search

A periodical title search in all libraries may retrieve a title hit list from which you have to select the title

A periodical title search in your library will retrieve that title and, if other libraries also own that title, a display of serials control records associated with that title

A search in your library for your serials control number retrieves a direct hit on your library's serials control record for that title

You must include the dash in the control number

Check In : Select Search

Search for:

Index:

Library:

If a list of control record numbers is retrieved, select the one for your library and click the Check In Issues button

If special instructions have been created for the title, a window will appear like the one below. Click the OK button

Check In : Special Instructions

Backpacker
ID: SC-74 Ctrl lib: WYLD

Base call number: PERIODICAL
Enumeration: V. 39 NO. 8
Chronology: OCT 2010

Follow the SPECIAL INSTRUCTIONS below when checking in issues.

NOTES FOR THIS SERIAL—
Note: 2nd copy is a gift

OK

Check In : List of Controls Found on Lookup

List of Controls

Control ID	Library		
SC-39	WWCC		
SC-10	FREM-RI...		
SC-88	SHER		
SC-52	CAMP		
SC-9	SWTR		
SC-71	SUBL		
SC-256	LARM		
SC-91	LINC		
SC-25	FREM		
SC-31	NATR-ED...		
SC-117	CCHS		
SC-383	NWC		
SC-99	TETN		
SC-268	NATR		
SC-128	WEST		
SC-389	ALBY		
SC-354	SWTR-R...		
SC-74	WYLD		
SC-18	LINC-ALPI		
BAC2009	SWTR-W...		
SC-102	BHN-GREY		
SC-195	JOHN		
SC-5	LINC-LBAR		

Check In Issues (a) **New Search (b)** **Close**

If the issue you received matches the issue shown in the NEXT ISSUE tab, click the Check In Now button

Check In : Check In Issues



Special Instructions

Backpacker
ID: SC-74

Next Issue | Expected | Received | Claimed | Control | MARC Holdings | Distribution

Expected Issue

Enumeration: V. 39 NO. 9
Chronology: NOV 2010
Base call number: PERIODICAL

Copies expected: 2 Copies received: 2

Issues Checked In

Check In Now | Different Copies | Different Issue | Selected Issue (b) | Return to Search (g) | New Search (j) | Close

If you indicated in the Distribution tab of the serials control record that you were going to add copies, and if you are going to manually scan a barcode for the item, you should get a prompt to enter the Item ID (barcode)

Distribution	
Copies to add to catalog	
1	

WF Check In : Set Properties

Display property page: Always N

Behavior | Defaults | Helpers

Preferences for Working with Issues

- Modify Issues
- Receive Special Issues
- Auto Create Copies For Received Issues

If you do not get the prompt allowing you to scan a barcode, make sure that the box is NOT checked for the Auto Create Copies for Received Issues in the Behavior tab of the Property Settings for the serials Check In wizard

WF Check In : Update Copy List

Backpacker
 ID: SC-74 Ctrl lib: WYLD

Basic info

Enumeration: V. 39 NO. 9
 Chronology: NOV 2010
 Copies received: 2

Copies to add to catalog

Holding code	Item ID
<u>WYLDPERJ</u>	<input type="text" value=""/>

Scan the barcode to automatically add an item record for this issue for circulation

Click on the down arrow to select the option for an auto-generated barcode instead

Click the OK button to continue

Unique name: WYLDPERJ

Description: WYLD - Juvenile Periodical

Library: WYLD	Location: JUV_PER
item type: JUVMAG	Price: \$0.00
Item cat1:	Item cat2: JUVENILE
Circulate: Y	Permanent: N

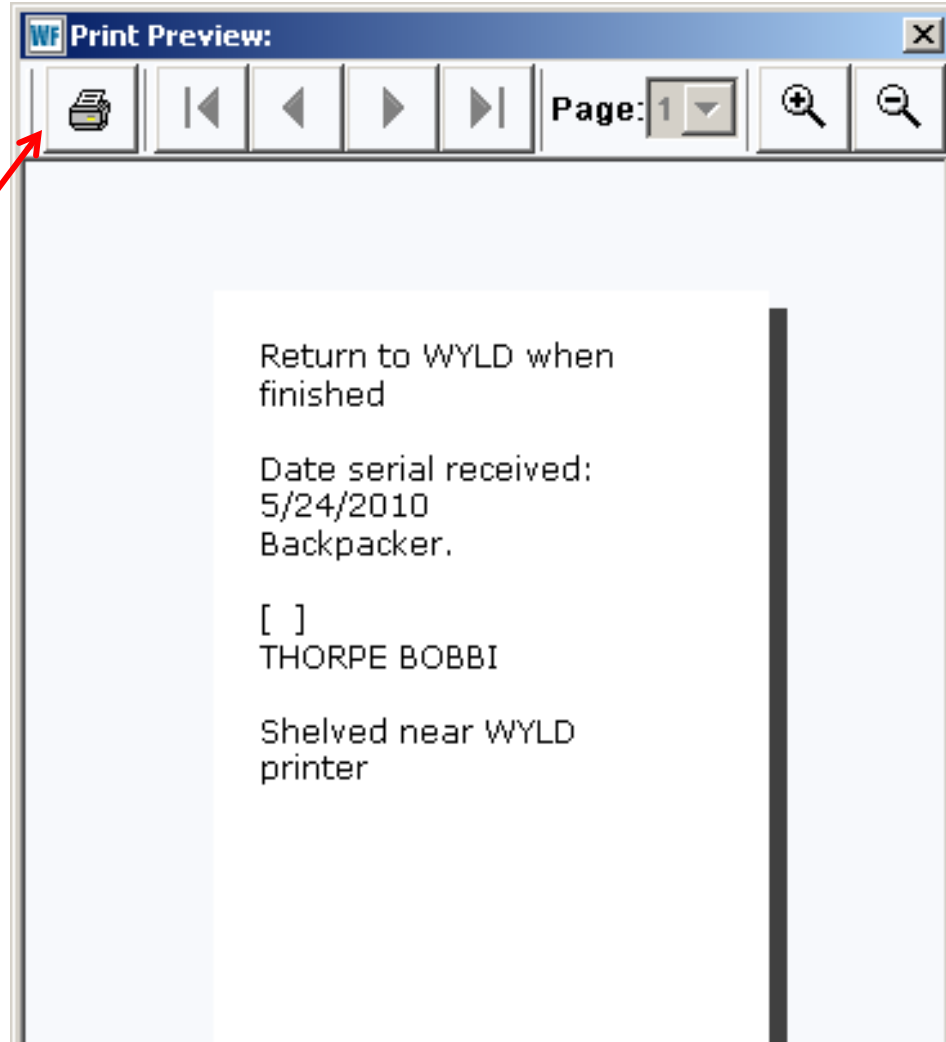
Clicking on the Holding Code Displays the Glossary describing the values associated with that code

A routing slip has been generated for this title

Click Print Helper to print the routing slip

To get a routing slip, you must:

1. In Circulation, allow routing on the user card
2. Specify user names in the Routing tab of the serials control record
3. Set the option to Print Routing Lists for Received Issues in the Behavior tab of the Property settings of the Check In wizard



Check In : Issue Received

Backpacker

ID: SC-74

Ctrl lib: WYLD

Basic info

Enumeration: V. 39 NO. 9

Chronology: NOV 2010

Copies received: 2



**Next
Issue (o)**

**New
Search (b)**

Close

Click the Next Issue button to check in another issue of the same title or click the New Search button to search another title

Check In : Check In Issues

Special Instructions

Backpacker
ID: SC-74 Ctrl lib: WYLD

Next Issue Expected Received Claimed Control MARC Holdings Distribution

Expected Issue

Enumeration: V. 39 NO. 12
Chronology: FEB 2011
Base call number: PERIODICAL

Copies expected: 2 Copies received: 2

Issues Checked In

Check In Now Different Copies **Different Issue** Selected Issue (b) Return to Search (g) New Search (j) Close

Check In : Select A Predicted Issue

Backpacker
ID: SC-74 Ctrl lib: WYLD

Expe...	Enumeration	Chronology	Date expected	Receipt status
	V. 37 NO. 8	OCT 2008	10/1/2008	none rcvd
	V. 37 NO. 9	NOV 2008	11/1/2008	none rcvd
	V. 3 NO. 8	JAN 2010	9/1/2009	none rcvd
	V. 3 NO. 9	FEB 2010	10/1/2009	none rcvd
	V. 3 NO. 10	MAR 2010	11/1/2009	none rcvd
	V. 3 NO. 11	APR 2010	12/1/2009	none rcvd
	V. 38 NO. 9	NOV 2009	1/1/2010	none rcvd
	V. 3 NO. 12	MAY 2010	1/1/2010	none rcvd
	V. 38 NO. 10	DEC 2009	2/1/2010	none rcvd
Y	V. 39 NO. 12	FEB 2011	4/1/2011	none rcvd
	V. 40 NO. 1	MAR 2011	5/1/2011	none rcvd

Selected Issue Special Issue Combine Issues... Modify Issue (g) Cancel

If the issue received does not match the expected issue, choose the Different Issue button and choose the appropriate button to check in the different issue