

SERIALS PROCEDURES

Version 5, 3/2002

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NEWSPAPERS:

1. Newspapers and Aerospace Daily are to be picked up in the mail room, stamped, and shelved before 7:30 Monday - Friday. Each section of each paper is stamped with the library's name and address.
2. The vendor is to be called for missing papers immediately.
3. Weekend papers are kept on the rack in front of the library all week. Daily newspapers are shelved in the back of the library the same day they are supplanted by a new edition.
4. The Washington Post Weekend section is put on a stick. The WP TV guide, Magazine, and Book World and the NYT Magazine and Book Review are pulled shelved separately in the back of the library.
5. Newspapers that arrive later in the day (e.g. Space News) are placed on a stick or on the coffee table after being checked in with the journals.
6. Newspapers in the back of the library are shelved by title and in order by date.
7. About 3 months of newspapers should be kept. Older papers are weeded once per month. Pile them next to the recycling bin Let Grace Reardon know so she can pick out what she needs. Then call the Facilities help desk for a recycling pick-up.

JOURNALS:

1. New journals are they are checked in, stamped, dated, and tagged with a security sticker on the day they are received. The check-in list is on the share drive.
2. On the same day they are received new journals are then shelved or distributed according to the check-in list.
3. New journals and recent issues are shelved in the front of the library.
4. Shelve new and old journals in alphabetical order by title, then by volume and number.
5. When space becomes limited, recent issues of journals should be moved to their shelves in the back of the library.
6. Old issues, particular those that are flimsy or unmanageable, should be kept in yellow boxes.

Shift journals (if necessary) and add rows in the check-in list in order to place new titles of journals alphabetically. Confirm new titles with acquisitions before adding new titles to the check-in list or the shelves.

[OLD:

One of the most visible services we supply in the Library is providing current journals. In order to make sure our customers have access to current journals, and to save our staff time running around trying to locate them when asked, here are some of the procedures we have in place and some recommended procedures to make sure we do our part to provide current journals on a timely basis.

- 1) Check in issues first thing after the delivery of the am and after lunch mail.*
- 2) At the end of each day, check to make sure that all current journals are reshelved on the current journal shelves. Check the patron PHOTOCOPY ROOM, the tables, the back shelving truck, and the front shelving truck. THIS IS CRITICAL FOR SUCH ISSUES AS AEROSPACE DAILY, etc.*
- 3) When a patrons asks whether a journal has come in yet, use the check-in share drive access instructions Jane and Shirley handed out a couple of days ago to see whether a current journal has arrived.*
- 4) The current journal shelving area should be kept tidy. At the end of each day this shelving area should be reviewed for general tidiness. This can occur throughout the day as you are there as well. Remove outdated ones to the shelving truck.*

This collection represents 1/2 of the Library's acquisitions budget, and it should get the attention it deserves.]

Sept. 27, 2001

WORKFLOWS Create Serials Control Record

1. Basic Serials (journals, newspapers, monographic serials)
 - 1.1. All current subscriptions must have a MARC record and be listed in the library's catalog before a control record can be created.
 - 1.2. A list of the library's serials holdings is on the shared drive under, Library/journals/holdings2001.xls. This list includes current as well as cancelled titles. Update this holdings list as new titles are added to or deleted from the collection.
 - 1.3. The Library Manager or Head Cataloger will inform you that a new title has been added to the collection.
2. Creating a control record.
 - 2.1. In Workflows select the Serials Function icon (the clipboard).
 - 2.2. Select the Create a Serial Control icon (the pencil and chart).

- 2.3. A *Select Search* window will open. Search by periodical title or title if the publication is not a periodical. Be sure that the search button is selected and that the library is HQ.
 - 2.3.1. Generally the library only receives one issue of each publication. If you do a title search a 'Control already exist message' will appear along with several option buttons. If you need to create a duplicate control record, choose the Create another control option.
- 2.4. The *Search Results* window will then open. If this is the correct title click on the create control button. Command function buttons are at the bottom of the screen.
- 2.5. At the *Library for new control* screen the defaults are *library* HQ and *holding code* HJOUR,MAIN. Choose the correct holding code for the publication. Click on the OK button.
- 2.6. At the *Creating Control* window several tabs will display.
- 2.7. Starting with the *BASIC* tab fill in the appropriate information for these fields:
 - 2.7.1. New control ID - use the OCLC search string (3,2,2,1) adding hq (e.g. Washington Post = hqwaspo)
 - 2.7.2. Vendor title # - Ebsco gives each title on the library's subscription list a title number (see the Ebsco subscription list).
 - 2.7.3. Base call number - write in Journal or the appropriate call number.
 - 2.7.4. Class scheme - choose the appropriate option (Alphanum for periodicals, LC for classified serials).
 - 2.7.5. Subscription ID - enter the Vendor's name.
 - 2.7.6. Status - choose [active].
 - 2.7.7. Category 1 - [jobber] if from a vendor, [gift] if it is free or a donation.
 - 2.7.8. Category 2 - [loose] or [bound], which ever is appropriate.
- 2.8. *Patterns* tab - Here you must enter the publication schedule information as pertinent:
 - 2.8.1. Enumeration pattern:
 - 2.8.1.1. Use - move the cursor to the Use box and click on the left mouse button. A red check mark should appear allowing you to enter data in the label field. One check mark for each line in the label field.
 - 2.8.1.2. Label - enter v. for volume and or n. for number if appropriate. Click on the blue gadget button at the end of the field for a list of acceptable labels.
 - 2.8.1.3. Continuous should only be checked if the numbering continues even after the volume changes (e.g. Nature).
 - 2.8.1.4. Limit - the number of issues per volume.
 - 2.8.2. Chronology Pattern - choose the appropriate pattern for the publication
 - Date - daily publications
 - Month - monthly
 - Custom - if the publication schedule is irregular. Fill in the correct schedule in the *Custom* field (e.g. 3 times per year Jan, May, Sep)
 - Numeration - if the exact date of publication is not clear it may be best to choose this option (e.g. Astronomy and Astrophysics).
 - 2.8.3. Publication cycle - select date, year, etc. of publication by clicking on the blue gadget button at the end of the field.

- 2.8.3.1 Omit holidays, days of the week, etc. when appropriate.
- 2.8.3.2 To omit a day - select day, a list of days of the week displays. Select each day of the week that the periodical is not published (e.g. published daily except Saturday & Sunday)
- 2.8.3.2 Click on the box next to *Allow automatic prediction of issues*.
- 2.8.3.3 Claiming schedule - based on publication frequency. Enter either of the following based on the publication.
 - Annual - 30 days
 - Monthly - 14 days
 - Weekly - 7 days
 - Daily - 2 days

3.0 *Subscription* Tab -

- 3.1 Number of copies to receive - the library gets only 1 copy of its publications. The exception is the Law Library.
- 3.2 Number of issues per year - enter the total number of issues published each calendar year.
- 3.3 Expiration date - [NEVER]
- 3.4 Fiscal year 01 for 2001.
- 3.5 Vendor ID - Ebsco, Direct, Gift, GPO etc.

4.0 *ExInfo*, Extended Information tab - notes about the publication go under this tab. These notes will not show up in the public display. The type of notes to enter should contain subscription or publication information.

5.0 *Expected* Tab - creating predictions for expected issues.

- 5.1 Create an expected issue/prediction based on the first issue you expect receive. Only one issue can be created in this module.
- 5.2 Fill in the Enumeration field with the volume and issue number of the issue first expected issue (e.g. V.16 N. 1).
- 5.3 Chronology field date of the first expected issue (e.g. JAN 2002).
- 5.4 Fill in the publication date and expected date the issue may arrive in the library.
- 5.5 Go back to the *Basic* tab and save changes.
- 5.6 A window will open asking if you wish to link to serials holdings - *HQ--Journals*.
- 5.7 Additional predictions and any corrections must be done within the Modify wizard. The tabs in Modify a Serial Control are the same as in Create a Serial Control.

September 20, 2001

WORKFLOWS Serials Check-in

3. Basic Serials (journals, newspapers, etc.)

- 3.1. All current subscriptions have been converted to WorkFlows.
 - 3.2. A list of the library's serials holdings is on the shared drive under, Library-journals-holdings2001.xls. This list includes current as well as cancelled titles.
 - 3.3. Journals that have no check-in records are either new or preview issues.
 - 3.4. New titles are to be given to the Library Manager to confirm that they are to be added to the collection.
 - 3.5. The library does occasionally receive free journals as gifts. Preview issues and gifts should be kept on the shelf in the staff area until it is decided whether or not to add the title to the collection.
4. Receiving or checking in new issues.
- 4.1. In Workflows select the Serials Function icon (the clipboard).
 - 4.2. Click on the 'Check-in issues' icon (open book with 2 arrows).
 - 4.3. Serials can be searched in several ways in the *Item lookup* screen - title, periodical title, control id, vendor, or author. These modes can be browsed or, an exact search can be executed, or the current (last title searched) or control id can be selected.
 - 4.4. Select how you wish to search. Enter the title or control id of the publication to be checked-in (e.g. Washington Post or HQWASPO). Searching by control id will take you directly to the next issue expected. Be certain the selected library is HQ.
 - 4.5. Hit the enter key or click on the OK button. Command function buttons are at the bottom of the screen.
 - 4.6. At the Check in Issues screen: if the issue displayed is the one you wish to check-in hit enter.
 - 4.7. A successful check-in is noted with the message 'Item created'
 - 4.8. If there are any discrepancies between what is displayed on screen and the current issue, you should view the Expected, Received or Claimed tabs.
- 6.0 Other Tabs in Check in Issues
- 3.1 The Expected tab displays 10 expected issues at a time. You must scroll forward to view the entire listing of expected issues.
 - 3.2 Received tab displays issues that have been checked in in chronological order. You must scroll forward to view the most recently received issues.
 - 3.3 Claimed tabs displays issues that have been claimed. You can check-in a claimed issue by selecting it.
 - 3.4 Control allows you to modify or view the entire record of the title.
- 7.0 After a Successful Check-in
- 4.1. Click on the 'New look up' button which will return you to the search screen.
- 8.0 Issues Received out of Sequence (e.g. #5 arrives after #6)
- 5.1 View expected issues.

- 5.2 Highlight the issue which you have received [in this example the issue would be no. 5] check in issue number 5.
- 5.3 Next go to the Modify tab - choose the Modify Control button.
- 5.4 View Received issues; scroll forward to view issue no.6.
- 5.5 *Choose the Unreceive issues button. Select issue number 6 to be unreceived.
- 5.6 Go back to check-in and recheck-in issue number 6.

*Workflows will only display the last issue checked in. It will not display issues in chronological order.

Sept. 24, 2001

SERIALS {Periodicals} CLAIMING PROCEDURES

On Friday evening of each week WorkFlows generates two reports for serials claiming, Serials Claim Notices NEW and Serials Claim Notices OLD. The NEW report lists publications not received within the previous week. The OLD report lists all claims.

1. WorkFlows Claims Report

1.1. Open finished reports wizards in WorkFlows.
1.2. Highlight the Serials Claim Notices NEW, click on the PRINT button at the bottom of the screen.

1.3. At the Print finished reports screen be certain the following items are checked:

- PC print
- Print result
- Format report
- All (under the For which recipients do want to select notices?)

1.4. Click the okay button and the report will open in Wordpad and begin printing. The report will list the title, vendor title number and issue information.

1.5. Check the new claims report against serials received in Workflows. Often journals appear on the report which have been received with the mail on Monday or Tuesday. It is best to wait until Tuesday afternoon before claiming serials with Ebsco.

2. Making claims with Ebsco

2.1. Under the HQ Library Staff Databases webpage, click on the Ebsconet link.

2.2. At Ebsconet click on the Ebsconet Login near the bottom of the page.

2.3. At the Welcome to Ebsconet page choose the geographic location USA to enter the site.

2.4. You must then enter the accesscode and password to login.

2.5. Click on the add claims link.

2.6. On the claims form enter the vendor title number, subscriber code, claim number and the missing issue information in the appropriate fields.

2.7. Ebsconet will send an email message verifying your claims in a day or two.

3. Ebsco's Monthly Claim Checker

3.1 Each month the library receives a claims report from Ebsco.

3.2 The report states what action Ebsco has taken on claims sent in.

It takes about 45 days for a title to appear on the claims report.

3.3 Check the monthly claims checker against serials received in Workflows.

3.4 There are two options on the claims report, Send follow-up claim if the issue has not been received and Do not send follow-up claim, but relist, if the issue has been received.

3.5 Fax the claims report to Ebsco. Or photocopy the report and send the original to Ebsco. Place the copy in a file for your reference.

4. Contacting Ebsco

4.1 Pat Baker is the library's account representative.

4.2 She may be contacted at either 888-310-7748 or pbaker@denver.ebsco.com.