Click on Check-In from the Serial Control Module

1. Check In
2. Enter the Control ID for the magazine you are checking in

Check In : Select Search

Search for:
Index: Control ID
Library: TRAINING
Current:
Current Control:

3. You will now see this screen

People weekly. [serial]
ID: SC-3

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

Expected Issue

Enumeration: V. 68 NO. 21
Chronology: NOV 26, 2007
Base call number: MAG

Copies expected: 1   Copies received: 1

4. With these choices listed below:

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

5. If the information is correct in 3 above then choose Check In Now and you will given a screen to add the barcode. If you don't see this screen call the SLC office. Scan in the barcode.

People weekly. [serial]
ID: SC-3

Basic info

Enumeration: V. 68 NO. 21
Chronology: NOV 26, 2007
Copies received: 1

Copies to add to catalog

Holding code   Item ID
SER-TRAIN

6. Now click okay through the following screens:

Check In : Copies Created — □ ×

People weekly. [serial]
ID: SC-3   Ctrl lib: TRAINING

Basic info

Enumeration: V. 68 NO. 21
Chronology: NOV 26, 2007

Copies Created

Holding code   Item ID
SER-TRAIN   32176000000001

OK

eck In : Issue Received — □ ×

People weekly. [serial]
ID: SC-3   Ctrl lib: TRAINING

Basic info

Enumeration: V. 68 NO. 21
Chronology: NOV 26, 2007

Copies received: 1

Item created

Distribute Copies Received

Holding code »	Copies received	Copies added
SER-TRAIN	1	1

OK (b)

7. If the item is incorrect in 3 above and it is just an issue out of sequence, click on Different Issue:

Time [serial]
ID: SC-13

Expected »	Enumeration	Chronology	Date expected	
Y	V. 170 NO. 17	OCT 22, 2007	10/22/2007	
	V. 170 NO. 18	OCT 29, 2007	10/29/2007	
	V. 170 NO. 19	NOV 5, 2007	11/5/2007	
	V. 170 NO. 20	NOV 12, 2007	11/12/2007	
	V. 170 NO. 21	NOV 19, 2007	11/19/2007	
	V. 170 NO. 22	NOV 26, 2007	11/26/2007	
	V. 170 NO. 23	DEC 3, 2007	12/3/2007	
	V. 170 NO. 24	DEC 10, 2007	12/10/2007	
	V. 170 NO. 25	DEC 17, 2007	12/17/2007	

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

8. Highlight the issue you received and then click on Selected Issue. You will see the screen below and you can enter a comment if you wish.

Time [serial]
ID: SC-13

Receiving A Predicted Issue

Enumeration: V. 170 NO. 21
Chronology: NOV 19, 2007
Number expected: 1   Number received: 1
Receipt comment:

9. You will then see screens the same as 5 and 6 above. Enter Barcode and click ok through the next two screens.

10. If the item is different in 3 above because it is a:
   a. special issue 11b
   b. index issue   11c
   c. fill-in issue   11a
   d. duplicate issue 11a

The Mother earth news [serial]
ID: SC-6

Prediction Information

⦿ According To Pattern ○ Special

Type of special issue:
⦿ Basic ○ Supplement ○ Index

V. [   ]
NO. [   ]

Enumeration: [   ]
Chronology: [   ]
Number expected: [1]   Number received: [1]
Receipt comment: [

11. On the screen above change to Special: Then you must choose Basic, Supplement or Index.

   a. Basic – used when you receive an additional copy of a magazine
      i. When you are prompted for enumeration, type the enumeration of the issue.
      ii. Be careful to be consistent with the enumeration of the like copy that was previously received.
   b. Supplement – special addition of some sort
      i. When you are prompted for enumeration, type the enumeration of the issue.
      ii. Enter something under Chronology such as: Spring Issue, Swim Suit Issue, etc.
   c. Index – to other issues
      i. Enter information similar to b.

12. After making you selection above click ok. You will then see screens the same as 5 and 6 above. Enter Barcode and click ok through the next two screens.