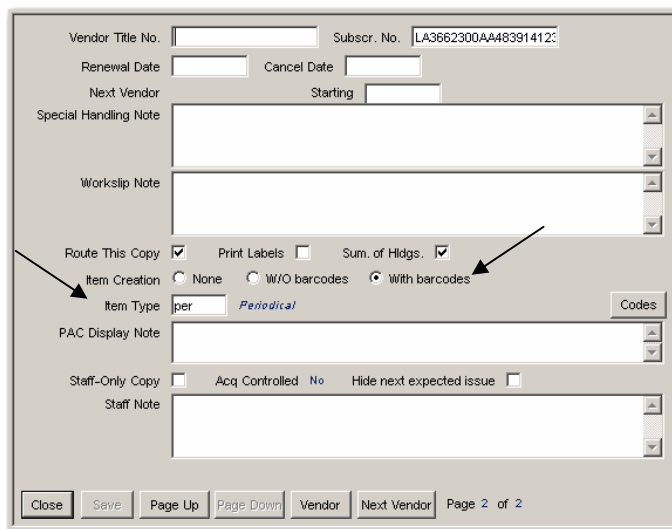


## Adding Items for Periodical Issues

### Add Items to a Periodical at Checkin

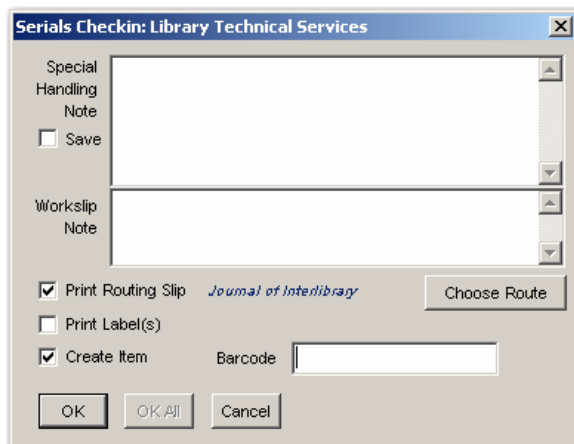
Before going to Checkin, you will need to edit the Copy Record for Item Creation.

- Open the Copy Record for the periodical title. Click **Page Down** to the second screen.
- At Item Creation, select With barcodes.
- At Item Type, select the appropriate IType (i.e. Periodical). Click **Save** and **Close**.



The screenshot shows a software window for editing a Copy Record. At the top, there are fields for 'Vendor Title No.' and 'Subscr. No.' (LA3662300AA48391412). Below these are 'Renewal Date', 'Cancel Date', 'Next Vendor', and 'Starting' fields. There are two large text areas for 'Special Handling Note' and 'Workslip Note'. A section for 'Item Creation' contains radio buttons for 'None', 'W/O barcodes', and 'With barcodes' (which is selected). Below this is the 'Item Type' field, set to 'per' with 'Periodical' written in blue. Other options include 'Route This Copy' (checked), 'Print Labels' (unchecked), and 'Sum. of Hldgs.' (checked). At the bottom, there are buttons for 'Close', 'Save', 'Page Up', 'Page Down', 'Vendor', 'Next Vendor', and 'Page 2 of 2'.

- Press F10 and select Serials Checkin.
- Click the **CKI** button. Click **OK** to check in the issue. The Serials Checkin window opens.
- The Create Item checkbox is checked and the Barcode field is active.



The screenshot shows a dialog box titled 'Serials Checkin: Library Technical Services'. It has a 'Special Handling Note' field with a 'Save' checkbox. Below that is a 'Workslip Note' field. There are three checkboxes: 'Print Routing Slip' (checked), 'Print Label(s)' (unchecked), and 'Create Item' (checked). The 'Create Item' checkbox is active, and a 'Barcode' field is present. A 'Choose Route' button is next to the 'Print Routing Slip' checkbox. At the bottom, there are 'OK', 'OK/All', and 'Cancel' buttons.

- Enter a barcode. The issue is checked in and the item record is created. The vol./issue and date are entered in the Copy Statement field. The Item status is Newly Acquired and will need to be checked in to complete the process.

Collection/Copy/Notes/Status	Location	Due Date	Barcode/Call No.
1. Periodical v. 17 no. 1/2 Newly Acquired	DD Library Technical Services		Library Technical Services 000000991234567

### Add Items to Periodical Issues already Checked In

If you have issue records in Serials Checkin under the Copy History, you can create item records there. There you only have to enter the barcodes and the items are created just like when checking in new issues.

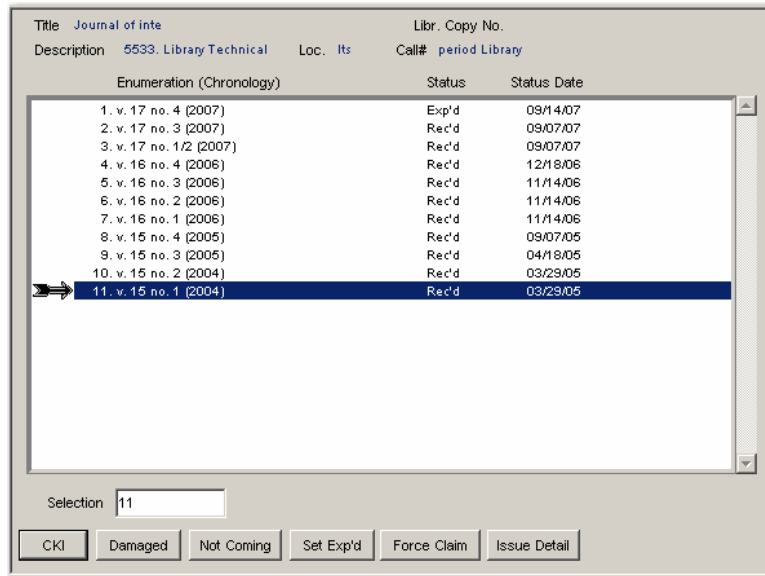
\*\* For issues that do not have checkin records in Serials Checkin you must use the usual process for Item creation thru the cataloging module. You will need to enter vol. info, etc.

- Open the Copy Record for the periodical title. Click **Page Down** to the second screen.
- At Item Creation, select With barcodes.
- At Item Type, select the appropriate IType (i.e. Periodical). Click **Save and Close**.

Vendor Title No.	<input type="text"/>	Subscr. No.	LA3662300AA48391412
Renewal Date	<input type="text"/>	Cancel Date	<input type="text"/>
Next Vendor	<input type="text"/>	Starting	<input type="text"/>
Special Handling Note	<input type="text"/>		
Workslip Note	<input type="text"/>		
Route This Copy	<input checked="" type="checkbox"/>	Print Labels	<input type="checkbox"/>
Sum. of Hldgs.	<input checked="" type="checkbox"/>	Item Creation	<input type="radio"/> None <input type="radio"/> W/O barcodes <input checked="" type="radio"/> With barcodes
Item Type	per	Periodical	<input type="button" value="Codes"/>
PAC Display Note	<input type="text"/>		
Staff-Only Copy	<input type="checkbox"/>	Acq Controlled	No <input type="checkbox"/>
Hide next expected issue	<input type="checkbox"/>		
Staff Note	<input type="text"/>		
<input type="button" value="Close"/> <input type="button" value="Save"/> <input type="button" value="Page Up"/> <input type="button" value="Page Down"/> <input type="button" value="Vendor"/> <input type="button" value="Next Vendor"/> <span>Page 2 of 2</span>			

- Press F10 and select Serials Checkin.

- Click the **Copy History** button. The Copy history window opens.



- Select the issue for which you are creating an Item record and click **Issues/Special Handling** on the menu bar.



- The Serials Checkin window opens. Enter the barcode. The issue is checked in and the item record is created. The vol./issue and date are entered in the Copy Statement field. The Item status is Newly Acquired and will need to be checked in to complete the process.

