

# Horizon Serials

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## Horizon Serials

In order to use Horizon Serials for check-in and tracking of serial and periodical issues, there is a hierarchy of basic serials records that must be created:

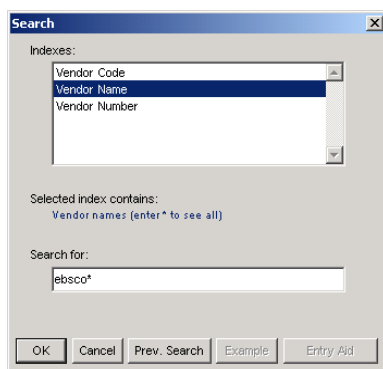
- Bib record: the first step is to search for the correct, most current bib record. A bib record must exist before any other serials records can be created. If a bib record does not exist in the system, contact LTS to have one created.
- Copy record: copy records are attached to bib records. A copy record is created for each subscription to a journal title. Each college owning a subscription (copy) to a journal title adds a copy record for their college's subscription. Colleges with more than 1 subscription for a title (i.e. paper and microform) should create a copy record for each subscription.
- Prediction record: prediction records are attached to copy records. They establish the publishing pattern for the title (i.e. quarterly, monthly except for July-Aug.). The prediction pattern is used by Horizon to predict the next expected issue.
- Issue records/Summary holdings/Item records: attached to the copy records to establish the library's holdings for that copy of the title.

### Create a Copy Record

1. Press F2 and search for the bibliographic record for the journal title. If a bib record does not exist, contact LTS to have one created.
2. If a hit list of titles is displayed, select the appropriate title and click the **Show Detail** button.
3. Review the bib record to confirm it is the correct title.  
To view existing copy records and holdings, scroll down to the bottom of the record.
4. Press F10 and select Serials Control from the Send To window. Click **OK**.
5. To create a new copy record, click the **New** button at the bottom of the screen. (To edit an existing copy record, select the record and click the **Edit** button).

Title 143430  
Copy Rec. No. 5190  
Title 143430 Serial No. 2328  
Location  DO Library Technical Services   
Serials Location  
Collection  Periodical   
Media Type  PERIODICAL DO Library Technical Services   
Description   
Checkin Priority   
Call No.  Copy No.   
Acq. Status  Unknown  Other Receipt or Acquisition Status  Completed  
 On Order  Currently Received  Not Currently Received  
 Not Currently Published  
Claim Type  Claim After Time OR Gap  Claim After Gap Only  Do Not Claim  
Claim After (Days)  Interval (Days)  Maximum Claims   
Vendor    
Library Ref. No.   
      Page 1 of 2

6. In the Location field, enter (or click the **Codes** button to select) the correct location code for your college.
7. In the Collection field, enter (or click the **Codes** button to select) the correct collection code (i.e. period).
8. In the Media Type field, enter (or click the **Codes** button to select) the correct media type (i.e. Periodical Mesa CC, Newspaper Scottsdale CC, Microfilm Phoenix College).
9. In the Description field, enter the college location exactly as in the Location code (i.e. Mesa CC Library, DO Library Technical Services, etc.).  
*This displays the college location on the Copy List screen – without it, it would be difficult to identify the copy records.*
10. Checkin Priority defaults to 1. Do not change it if you only own 1 copy of the title. If a college receives multiple copies of a title, this field is used to determine the order that issues are checked in if all of the copies are not received (i.e. checkin the circ copy before the route copy if only 1 copy is received).
11. In the Call No. field, for titles that are cataloged/barcoded (i.e. serials) enter the LC call #. For periodicals that are not cataloged, enter the college location, exactly as in the Location code (i.e. Mesa CC Library, DO Library Technical Services, etc.).  
*This displays the college location in the holdings on the Bibliographic Detail screen – making it much easier to identify the copy records.*
12. Copy No field is optional (documentation says this field specifies the order in which the copies display but this does not appear to be true).
13. In the Acq. Status field, select the appropriate status for the copy.
14. In the Claim Type field, select the appropriate claim type for the copy:  
Claim After Time OR Gap: Creates a claim after the number of days entered in the Claim After (Days) field  
Claim After Gap Only: Creates a claim on an unreceived issue only after you receive the next issue  
Do Not Claim: No claims are generated for this copy
15. Claim After (Days) field: enter the number of days after an issue's Expected date that a claim should be generated (generally based on the frequency of the publication).
16. Interval (Days) field: enter the number of days between claims.  
***NOTE***: *Ebsco recommends we always enter 30 days, 45 for foreign titles.*
17. Maximum Claims field: enter the maximum number of claims to be generated.  
***NOTE***: *Ebsco recommends we always enter 2.*
18. The Vendor field is required. Click on the **Vendor** button at the bottom of the screen to search for a vendor.
19. Enter a search for the vendor. Use an asterisk (\*) as a wild card (or enter an \* to show all vendors). If a hit list displays, double-click to select the appropriate vendor.



20. Use the Library Ref No. field (optional) to enter a number, assigned by your library, to help track the title when claiming. This number prints on claim slips.
21. In the Vendor Title No. field, enter the title number the vendor assigns to the title. This number helps the vendor track items for claiming and prints on the claim slip.

22. In the Subscr. No. field, enter the subscription number assigned by the vendor. This number helps the vendor track items for claiming and prints on the claim slip.  
**NOTE:** for electronic claiming from Ebsco, you must have the Ebsco subscription number entered into this field.
23. The Renewal Date is optional. Use to enter the date the subscription is renewed.
24. Use the Cancel Date field to enter the date that claiming should end, if a subscription is being canceled or the vendor is being changed.
25. The Next Vendor field is used if you are changing vendors. Click the **Next Vendor** button at the bottom of the screen to search for the vendor that you switching to.
26. In the Starting field, enter the date the vendor change is to become effective.
27. Use the Special Handling Note field to enter notes for the checkin staff. The note is displayed on the Checkin screen.
28. Use the Workslip Note field to enter notes to be printed upon checkin of the issue.  
**NOTE:** a note in this field will cause a workslip to be automatically printed each time an issue is checked in.
29. Click in the checkboxes to:  
**Route This Copy:** Creates a routing list for each issue upon checkin.  
*Routing parameters must be setup separately after the copy record is created.*  
**Print Labels:** Print a label for circulating issues upon checkin.  
*The Sys Admin must set label configuration and printer designation.*  
**Sum. of Hldgs.:** Check this to display the holdings in the HIP and in Staff view.
30. Click the None option. The Item Creation and Item Type fields are used if using system-generated items.
31. PAC Display Note field: optional note field for entering notes to be displayed in both the HIP and the Staff view.
32. **Staff-Only Copy:** click in the checkbox and the holdings will not display in the HIP.  
**Hide next expected issue:** click in the checkbox and the next expected issue will not display in the HIP or in Staff view.

33. Staff Note field: optional note field for entering notes to be displayed only in the Staff view.
34. Click the **Save** button at the bottom of the screen to save the record.

### **Prediction**

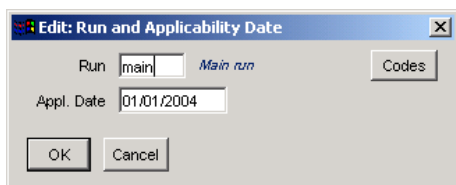
Horizon Serials uses prediction records to predict the next expected issue of a title. Prediction records in Horizon are grouped first by title, then by media type. Our media types have been setup to include a college indicator (newscgc, pergwc, etc.). Only copy records with the same media type at the same college share a prediction pattern so each college must create prediction patterns for their copies. For example, a college has 3 subscriptions to a title – 1 circ, 1 non-circ, 1 microfiche. The circ and non-circ copies would share a prediction pattern, but the microfiche copy requires a separate prediction.

### **No Prediction Pattern**

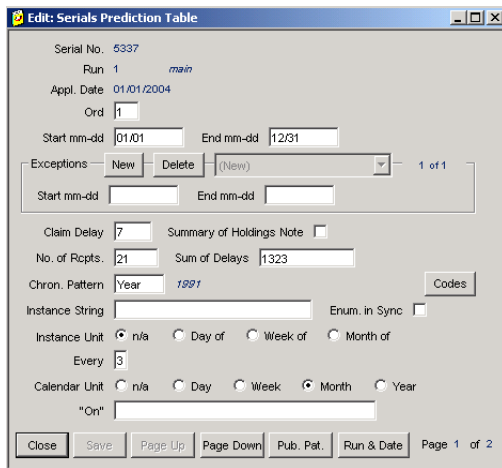
You do not have to create a prediction pattern for a copy record in order to checkin issues. Some titles are not published in any kind of predictable pattern – they are completely irregular. For totally irregular titles, just create the copy record and create a Special Issue record for checkin every time an issue arrives (see the Check-In section).

### **Create a Prediction Pattern**

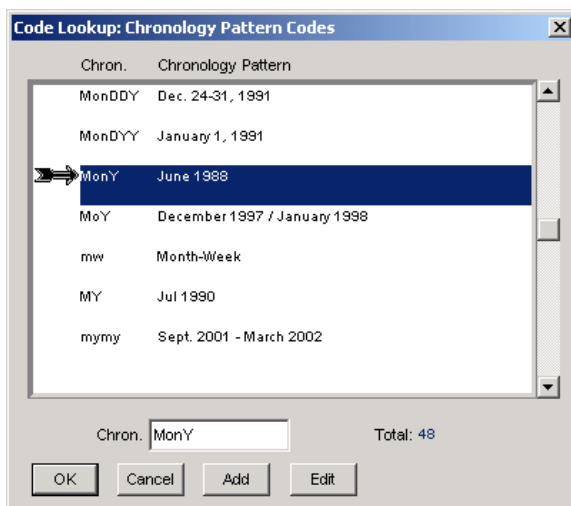
1. Search for the periodical title, press F10 to send it to Serials Control.
2. In the Copy List window, select the appropriate copy record.
3. Click the **Prediction** button at the bottom of the screen.
4. Click the **New** button to create a new pattern (the **Edit** button allows you to edit an existing pattern). The Edit: Run and Applicability Date window opens.
5. In the Run field, enter (or click the **Codes** button to select) the run code for the copy.



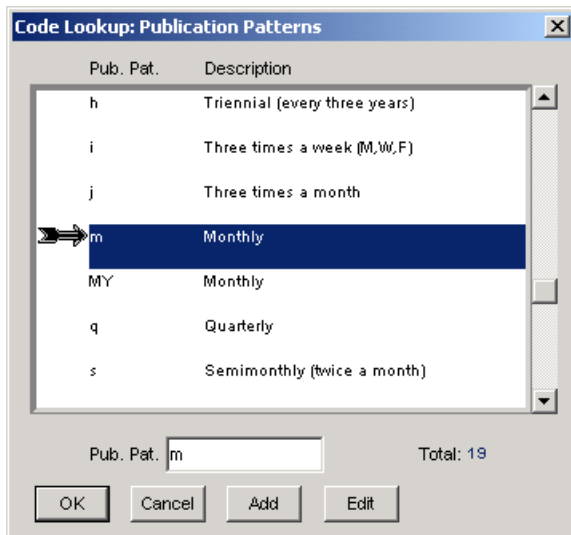
6. In the Appl. Date field, enter the correct applicability date for the copy. Use the date of the first issue of the volume/year that you are checking in. The Applicability date is the start date for the prediction pattern. (i.e. You are starting checkin with v.6,n.5, May'04 issue of a monthly periodical, but the volume runs Jan.-Dec. The Appl. Date is 01/01/2004, the date of the first issue of the vol./year).
7. Click **OK**. You are at the Edit: Serials Prediction Table screen.



8. In the Ord field, enter 0.
9. The Start and End date fields autofill.
10. Use the Exceptions area to enter date ranges that are exceptions to the basic publishing pattern: for a title published monthly except June, July, Aug., start date=06-01 and end date=08-31.
11. The Claim Delay, No. of Rcpts., and Sum of Delays fields autofill.
12. Click the Summary of Holdings Note checkbox to display summary of holdings in the HIP.
13. The Chron. Pattern field specifies how the issue chronology (dates) are displayed. Use the **Codes** button to select from a list of chronology patterns.



14. Some titles are published in a very predictable pattern – they are completely regular. There are a number of publication patterns already setup - for common, regular patterns. Click the **Pub. Pat.** Button at the bottom of the screen to select a regular publication pattern. This fills in the Instance String, Instance Unit, and Calendar Unit fields.



15. For titles published with regular irregularities, use the Instance String, Instance Unit, and Calendar Unit fields to create the publication pattern: for a title published monthly except May and September, the issues are published in the listed months of every 1 year. Notice that months 5 and 9 have been omitted.

Instance String: 1,2,3,4,6,7,8,10,11,12 Enum. in Sync

Instance Unit:  n/a  Day of  Week of  Month of

Every: 1

Calendar Unit:  n/a  Day  Week  Month  Year

"On":

Day of Week:  n/a  Sun  Mon  Tue  Wed  Thu  Fri  Sat

16. The Enum. Pattern area is used to set up the numbering for the issues. You may need to click the **Page Down** button to see the Enum. Pattern area.
17. The Enum. Group autofills with 0.
18. In the Level field, enter 0.
19. In the Label field, enter the preferred label for the highest level of volume numbering. For an issue with vol. and issue no., the volume designation is the highest level. Enter vol. or v.
20. In the Cal. Change field, enter the month/day that the vol. should roll up to the next number. For example, each January the volume increases to the next number.

Enum. Pattern: New Delete (New) 1 of 1

Enum. Group: 0 Level: 0

Label: v. Postfix

No. Units/Level: Continuous  Baseline:

Data Type:  Numeral  Cap. Let.  Small Let.  Roman  Small Rom.  Free Text

Value List:

Cal. Change: 01-01

Calendar Reset  Binding Trigger

21. To enter another level of numbering, click the **New** button.
22. In the Level field, enter 1.
23. In the Label field, enter the preferred label for the next level of volume numbering. For an issue with vol. and issue no., the number designation is the next level. Enter no. or n. or issue.
24. Enter the number of issue numbers per volume in the No. Units/Level field. For a title with 10 issues per year, enter 10.  
*(NOTE: you do not need both a Cal. Change designation and a No. Units/Level designation – only one or the other).*

Enum. Pattern: New Delete 2 of 2

Enum. Group: 0 Level: 1

Label: no. Postfix

No. Units/Level: 10 Continuous  Baseline:

Data Type:  Numeral  Cap. Let.  Small Let.  Roman  Small Rom.  Free Text

Value List:

Cal. Change:

Calendar Reset  Binding Trigger

25. **Save** and **Close** the prediction record.
26. Click the **Test Prediction** button to test the prediction and verify that it is correct.
27. If needed, use the **Edit** button to edit the pattern.
  - If you need to change the Run or Appl. Date fields, click the **Run & Date** button at the bottom of the screen.

Once the prediction has been set-up, create a baseline issue and check it in. The system will create the next expected issue.

### Create a Baseline Issue

1. At the Prediction Table window, click the **Create Issue** button to open the Edit: Issue--(new) window.

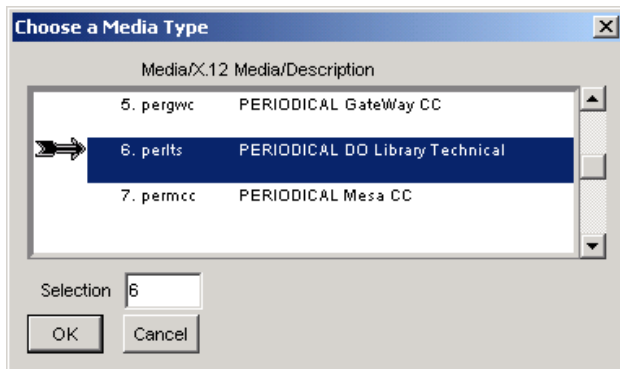
2. According to the prediction pattern, enter the appropriate numbering and dates for the issue you are checking in.
3. Use the Issue Date field to enter the actual date on the issue or the start date for an issue that covers a range of time (quarterly, semiannual, etc.).
4. If the issue does not cover a span of time, enter the same date in the End Date field as in the Issue Date field. The End Date field is used to enter an end date for an issue that covers a range of time (quarterly, semiannual, etc.).
5. In the Exp'd Date field, enter the date the issue is expected to be received/checked in.
6. The Free-text Chron. field can be used to enter a chronology that does fit the prediction.
7. Use the Sum. Of Hldgs. Note field to enter a note to display in the HIP.
8. Description is an optional field available for entering a description of the issue.
9. **Save** and **Close** the issue record.

The next step is to go to Checkin and and check in the baseline issue. Then the system will create the next expected issue.

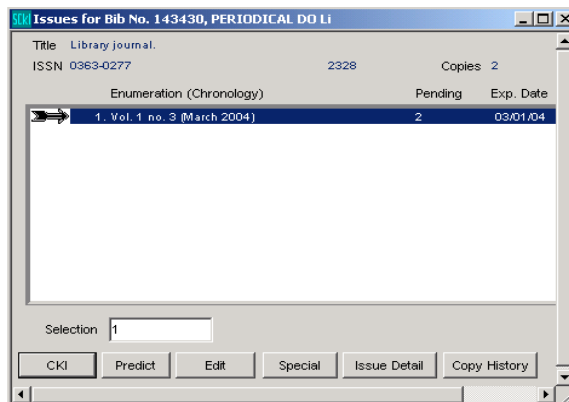
## Check-In

If checking in issues on a copy record which includes a prediction pattern, the record for the next expected issue should be available for checkin. However, sometimes the expected issue is not the issue you are checking in or is not available. Then you can edit an issue record or check in a Special issue.

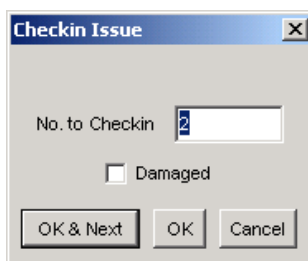
1. Unless you are at the Prediction Table screen having just created a prediction pattern and baseline issue, press F2 and search for the correct bibliographic record for the title.
2. Press F10 and send the title to Serials Checkin. The Issues window opens. If there are multiple copies attached to the title, the Choose a Media Type window opens first and you must select the appropriate one.



3. The Issues window displays all issues for the copy. Select the issue to be checked in (your baseline issue or the next expected issue). If the issue(s) do not display, click the **Predict** button at the bottom of the screen.



4. Click the **CKI** button. The Checkin Issue window opens.



5. Accept or edit the number of issues to checkin.
6. Click the Damaged checkbox, if appropriate.
7. To complete checkin, click **OK**.  
Click **OK & Next** to checkin and then open a Search window to go on to the next title.  
If you checked in an expected issue, the next expected issue automatically displays.
8. Click on the **Copy History** button at the bottom of the screen to see all issues.

### Check-In – the Expected Issue Doesn't Match

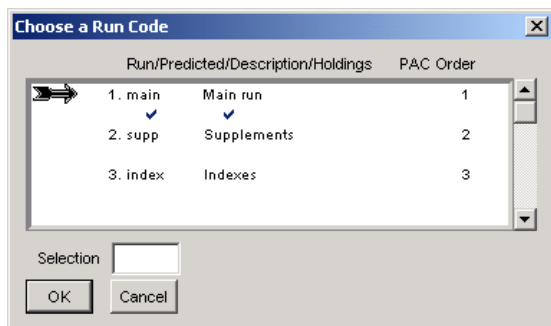
1. The Issues window in Serials Checkin displays all pending issues for the copy. If the next expected issue does not match the issue in hand (for example, it's a combined issue) you can edit the expected issue to match what you have in hand. Select the issue to be edited and click the **Edit** button at the bottom of the screen.
2. Edit the necessary fields to match the issue. You may need to edit both the vol. and date fields.  
*Note: the way the date displays is tied to the Chron. Pattern field. If 2 issues are combined (just this 1 time, not a prediction change), use the Chron. Pattern field to change to the correct date display for the combined issue.*
3. Copy information is displayed on page 2 of the Edit: Issue form. Click **Page Down** to edit, if needed.
4. **Save** and **Close** the issue record.
5. Click the **Predict** button to display the next issue (if necessary). The next expected issue may now be incorrect – especially if you checked in a combined issue. You can edit the next expected issue record to account for the changed issue.

### Check-In – the Expected Issue Doesn't Arrive

1. The Issues window in Serials Checkin displays all pending issues for the copy. If the next expected issue was not received and you now have the issue following that one, click the **Predict** button to display the next issue and click **CKI** to check it in.

### Check-In – Special Issues/Issues without Prediction

1. At the Issues window in Serials Checkin, copies without prediction records and special (unexpected) issues will not have an expected issue displayed.  
Click the **Special** button at the bottom of the screen.
2. The Choose a Run Code window opens. Select the correct run code for the copy. The runs marked with check marks have predictions set up.

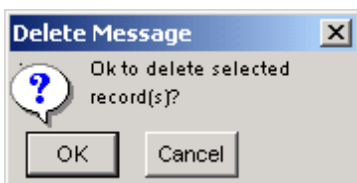


3. The Edit: Issue--(new) window opens. Complete the fields and click **Page Down** to edit copy information, if needed.

4. **Save** and **Close** the Issue record. The Issue now displays on the Checkin screen.
5. Select the issue record on the Issue screen and click **CKI** to check it in.

### **Delete Issue Records**

1. To delete an issue record, you must be at the Issue screen in Serials Checkin.
2. Select the issue to be deleted and click File/Delete Record from the menu bar.
3. A message window opens.



4. Click **OK** to delete the record.

### **Summary of Holdings**

A Summary of Holdings is created in Horizon (if you have selected on the Copy Record to have one created) as you checkin issues. You must create Summary of Holdings records for irregular issues and Special issues. You can also create additional Summary of Holdings records for back issues, back issues in microform, etc.

1. In Serials Control in the Copy List window, select the copy record for which you are adding/editing the Summary of Holdings.
2. Click the **Sum. of Hldgs** button at the bottom of the screen to open the Summary of Holdings window.
3. Click the **New** button to create a new Summary Holdings (use the **Edit** button to edit an existing one).

4. In the Line field, enter the line number (for order of display on the Summary of Holdings screen).
5. In the Free Enum. field, enter numbering/enumeration information.
6. In the Free Chron. field, enter date/chronology information.
7. The Note field can be used for entering notes viewable on the Summary of Holdings screen in Staff view.
8. In the Run field, enter (or click the **Codes** button to select) the correct run information for the copy.
9. Use the Internal Note field to enter notes only viewable on this Edit: Summary of Holdings screen.
10. **Save** and **Close** the record.

### Edit Summary of Holdings

You can edit (to add back issues, close gaps in the holdings, etc.) Summary of Holdings records – but the edit screen looks different than the create screen does.

1. Open a copy record to the Summary of Holdings window.
2. Select the Summary Holdings line that you wish to edit.
3. Click the **Edit** button to open the Edit: Summary of Holdings window.

4. Edit volume/enumeration information in the From and To fields.
5. Edit date/chronology information in the From Date and To Date fields.
6. Use the Free Chron. field to enter date/chronology information that does not fit a pattern in a free text format.
7. The Note field can be used for entering notes viewable on the Summary of Holdings screen in Staff view.
8. The Gap checkbox should be deselected if you have edited to close a gap in holdings.
9. Use the Internal Note field to enter notes only viewable on the Edit: Summary of Holdings screen.
10. **Save** and **Close** the record.

## Serials Routing

Routing setup is attached to the Serials Copy record for the copy being routed.

1. Search for the title being routed, send to Serials Control, select the appropriate Copy record, and click the Edit button.
2. Select the Route This Copy checkbox in the copy record. Save and Close the Copy window.

The screenshot shows a form for editing a Serials Copy record. The 'Route This Copy' checkbox is checked. An arrow points to this checkbox. Other fields include Title (323079), Copy Rec. No. (5933), Location (D/O Library Technical Services), Serials Location (period), Media Type (PERIODICAL D/O Library Technical Services), Description (Library Technical Services), and various acquisition and claim status options.

3. Click the **Routing** button at the bottom of the screen.

The screenshot shows a window titled 'Copy List for Bib Number 323079'. It displays a table with columns for Title, Copy/Description/Title, and Acq. Status. The first row shows 'Journal of interlibrary loan, document delivery' and 'Library Technical Services' with status 'Curr. Rec'd'. At the bottom, there are several buttons: Edit, New, Sum. of Hldgs, Prediction, Routing, View PO, and Binding. An arrow points to the 'Routing' button.

Title	Copy/Description/Title	Acq. Status
Journal of interlibrary loan, document delivery	1. Library Technical Services	Curr. Rec'd

- Click the **New Route** button to open the Edit: Serial Routes window (use the **Edit** button to edit an existing one).

- In the Route No. field, enter a number to designate the route list. This usually will be 1 unless establishing multiple route lists for a copy (i.e. #1 – route list for the librarians, #2 – route list for the staff).
- In the Description field, enter a description for the route list (i.e. Librarians route).
- Routing Msg.: enter a message to print on the route slip explaining what to do with the issue (i.e. Read and forward to the next person on the list).
- Return Msg.: enter a message explaining what the last person on the list should do with the issue (i.e. Please return to Mary in Periodicals).
- Save** and **Close** the window.
- At the Routing screen, click the **New Borrower** button. A Search window opens.  
*To appear on a route list, each person must be registered as a borrower in Horizon.*
- Search for and select a borrower. Click **OK**.
- The borrower is added to the Routing screen. Continue adding new borrowers until the list is complete.

Route	Description
1	Librarians route list
	Threlkeld, Lori D.
	Lalezki, Cheryl A
	Saudargas, Thom
	Steele, David

13. Close the Routing window.

When an issue is checked in, a Route slip is created and can be printed and attached to the issue for routing.

This is an example of the Checkin Route screen:

Serials Checkin: D0 Library Technical Services

Special Handling Note  
Route to the director upon receipt.

Save

Workslip Note

Print Routing Slip *Librarians route list*

Print Label(s)

Create Item

Routing Slip 10/24/08 Page 1

Journal of Interlibrary loan, document delivery & electronic reserve.  
v. 19 no. 1 (2008)

Read and forward to the next person on the list.

Name	Address
Threlkeld, Lori D.	
Laieski, Cheryl A.	
Saudargas, Thom	
Steele, David	

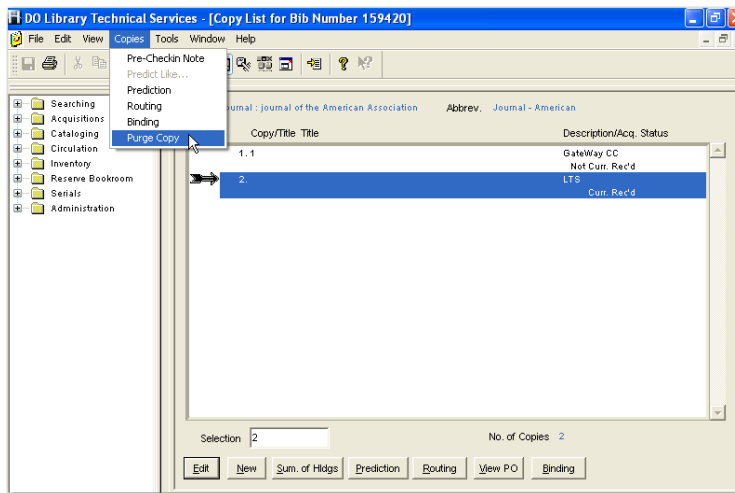
When all listed persons have seen this material:  
Please return to Mary in Periodicals.

## Appendix I – Delete/Purge Copy Record

In order to delete a Horizon Serials Copy record, you must first remove all associated records in the hierarchy of serials records. And you must delete them in the correct order - the reverse order that they were created.

If you are totally withdrawing and discarding a journal title, there is a one-step way to remove a Copy record and all associated records: Copy record, Summary of Holdings, Issue records, Prediction pattern.

1. Do a search for the journal bib record, press F10 to Send To Serials Control, and select your Copy Record.
2. Select Copies/Purge Copy from the menu bar.



3. At the confirmation window, click **OK**.