

Traverse des Sioux Library System

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Mankato, MN 56001-5488

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Toll-Free: 800-450-6169
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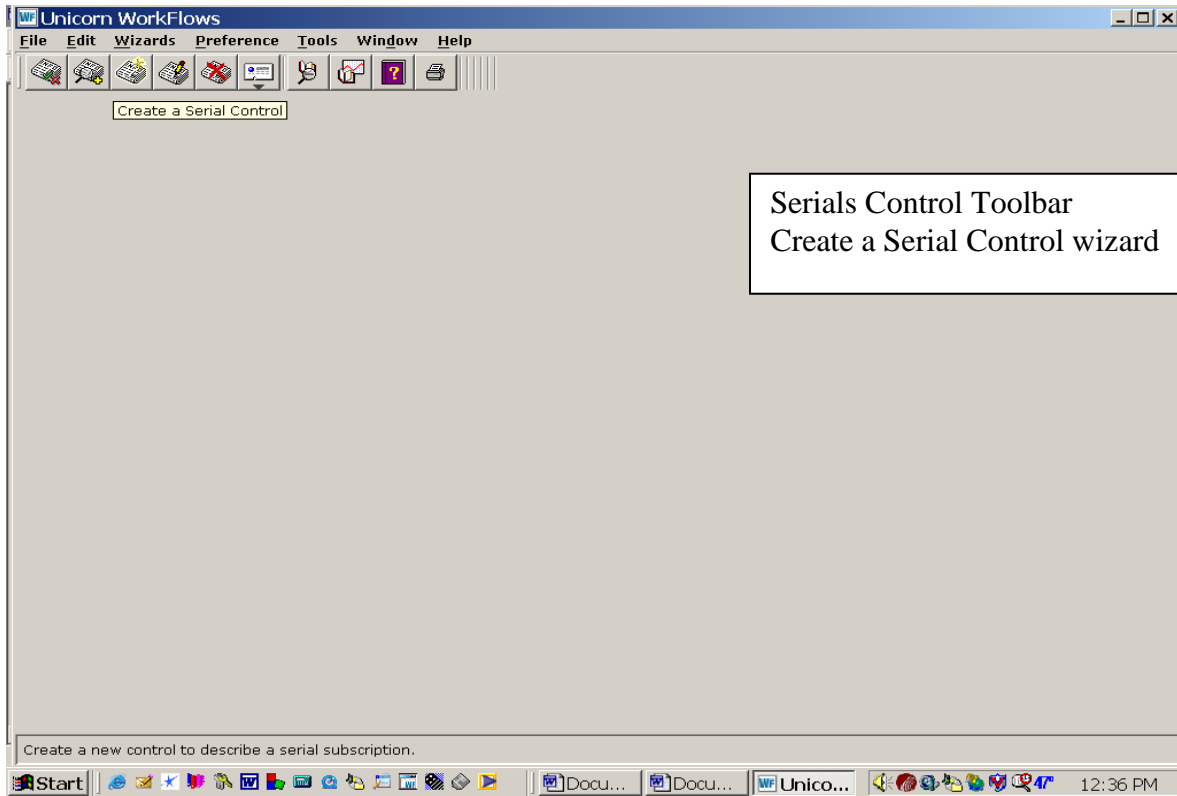
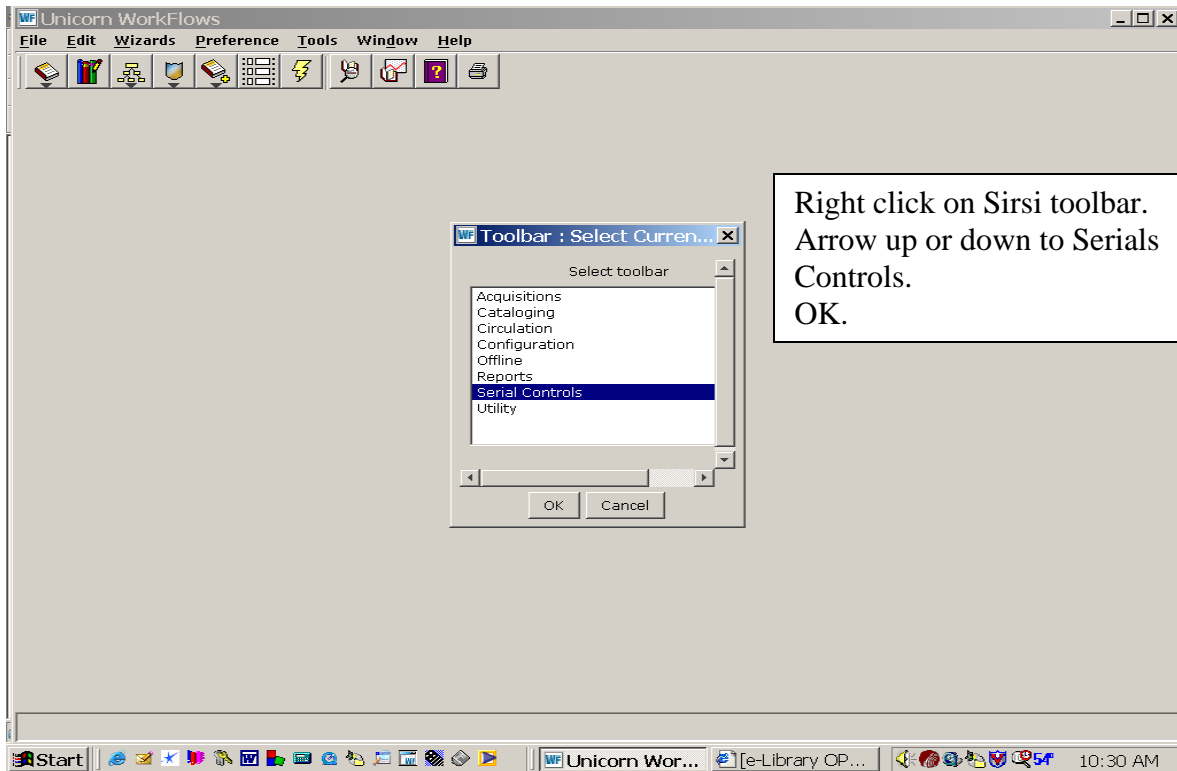
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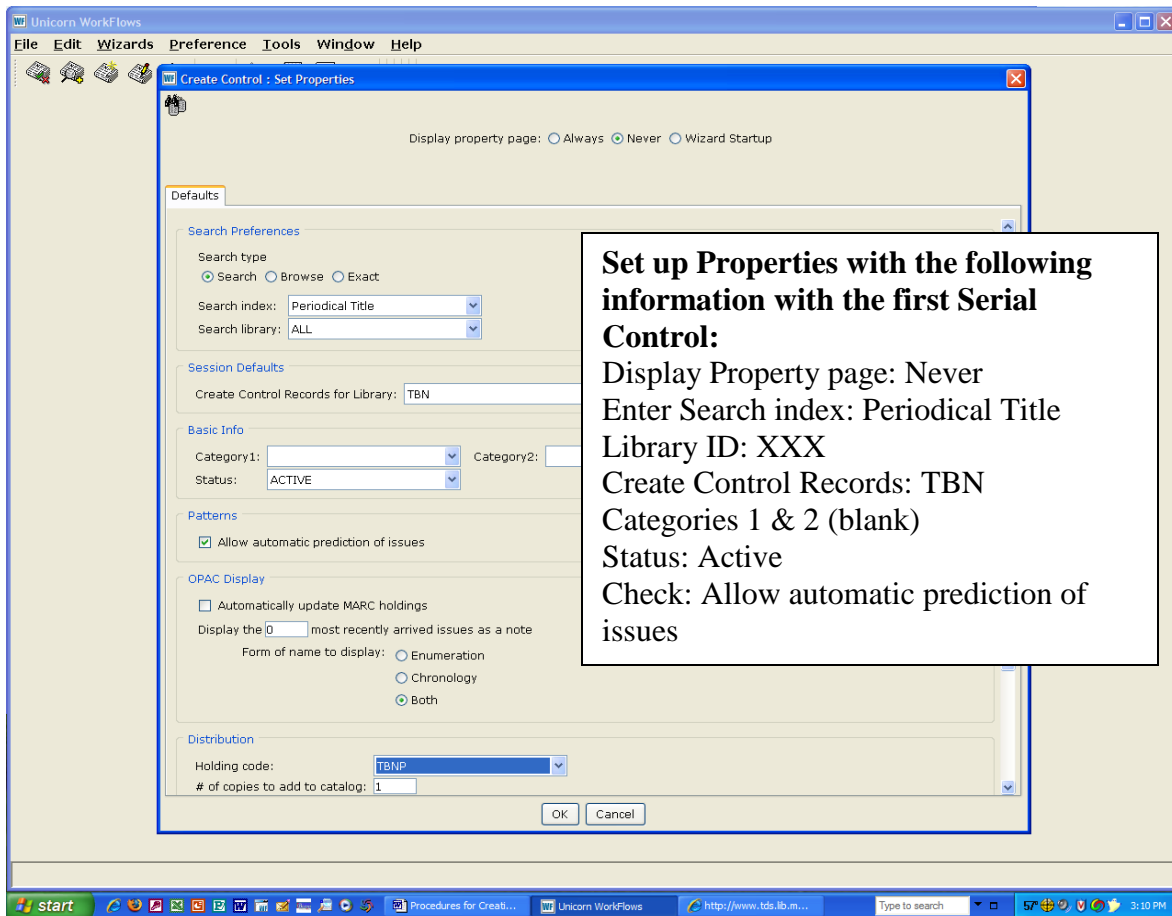
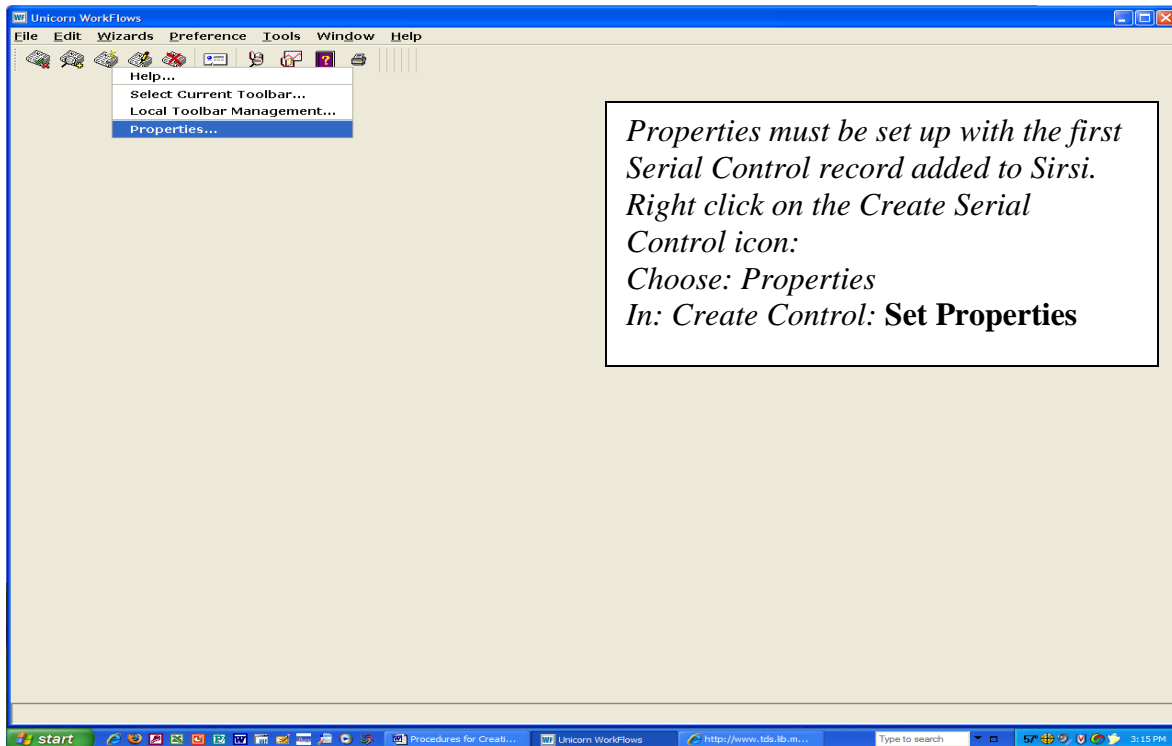
Procedures for Creating Serials Controls Records

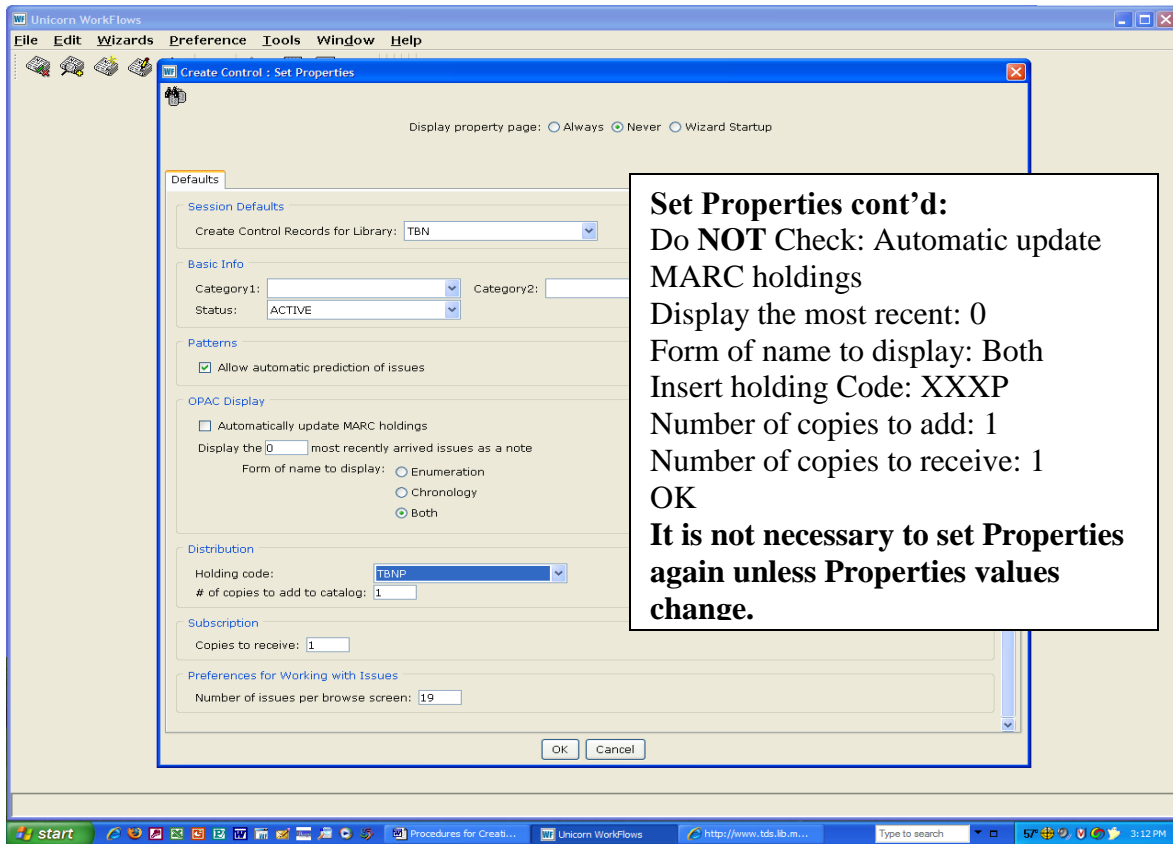
Logging into the workstation...

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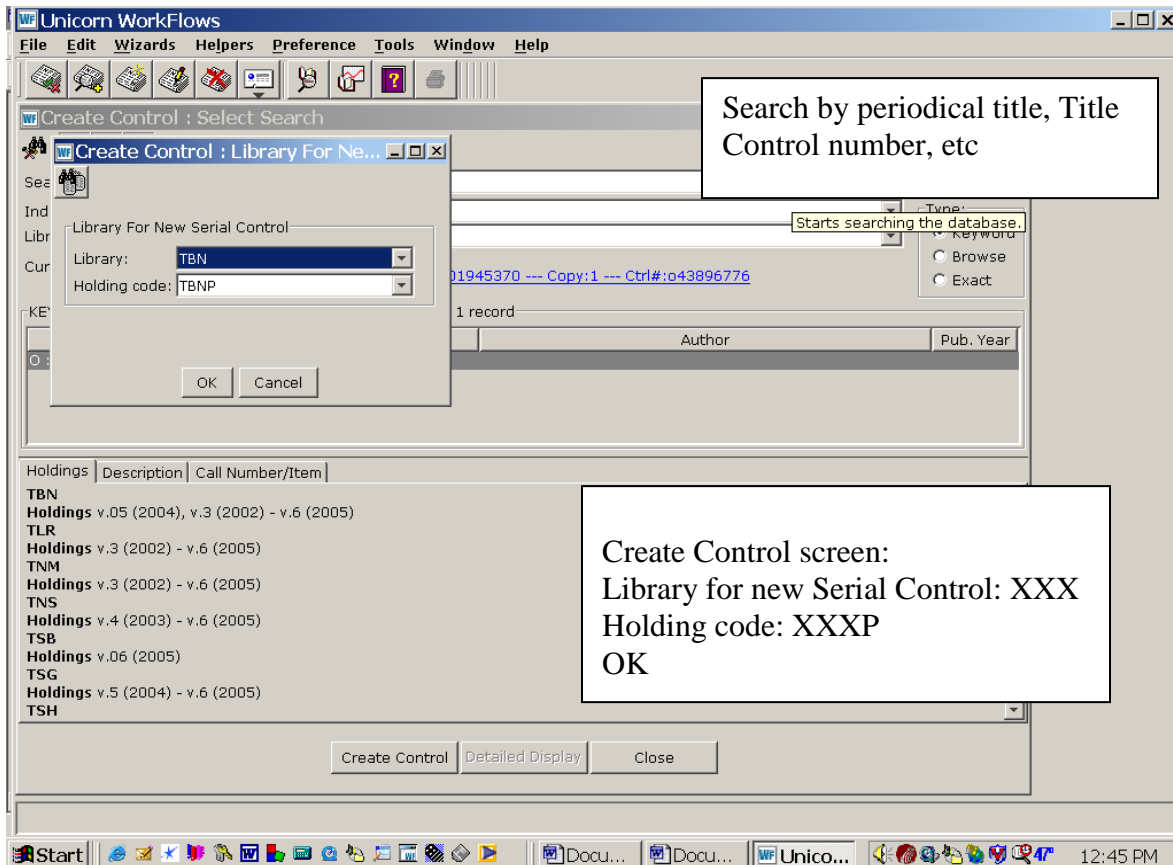
Log on as XXXTECH







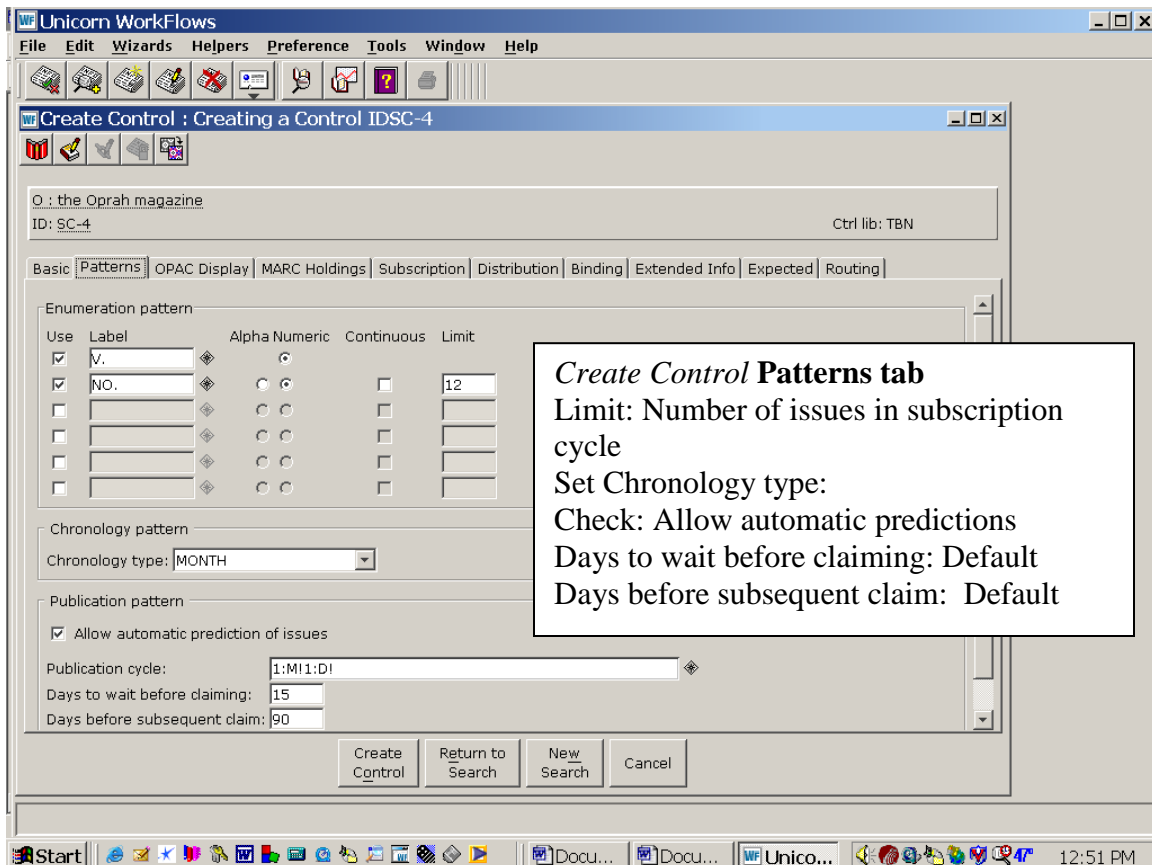
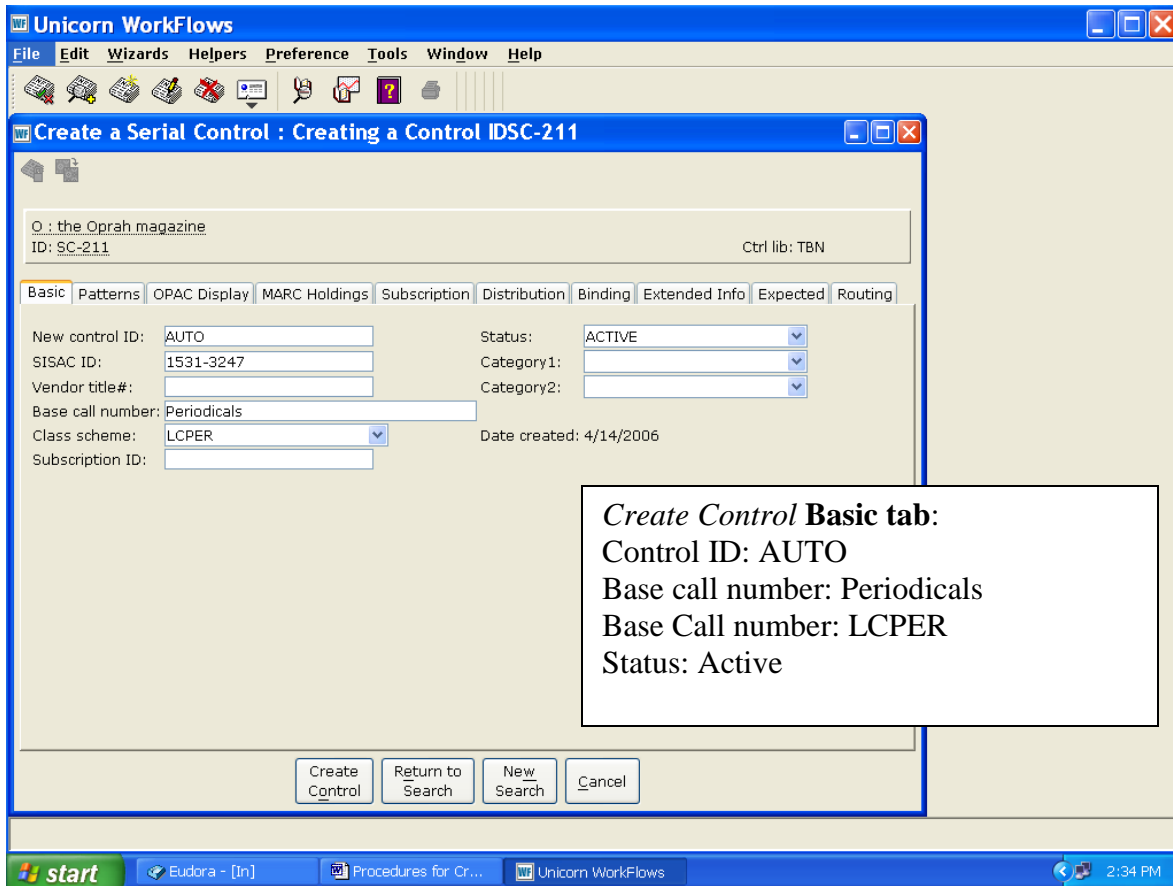
Set Properties cont'd:
 Do NOT Check: Automatic update MARC holdings
 Display the most recent: 0
 Form of name to display: Both
 Insert holding Code: XXXP
 Number of copies to add: 1
 Number of copies to receive: 1
 OK
 It is not necessary to set Properties again unless Properties values change.

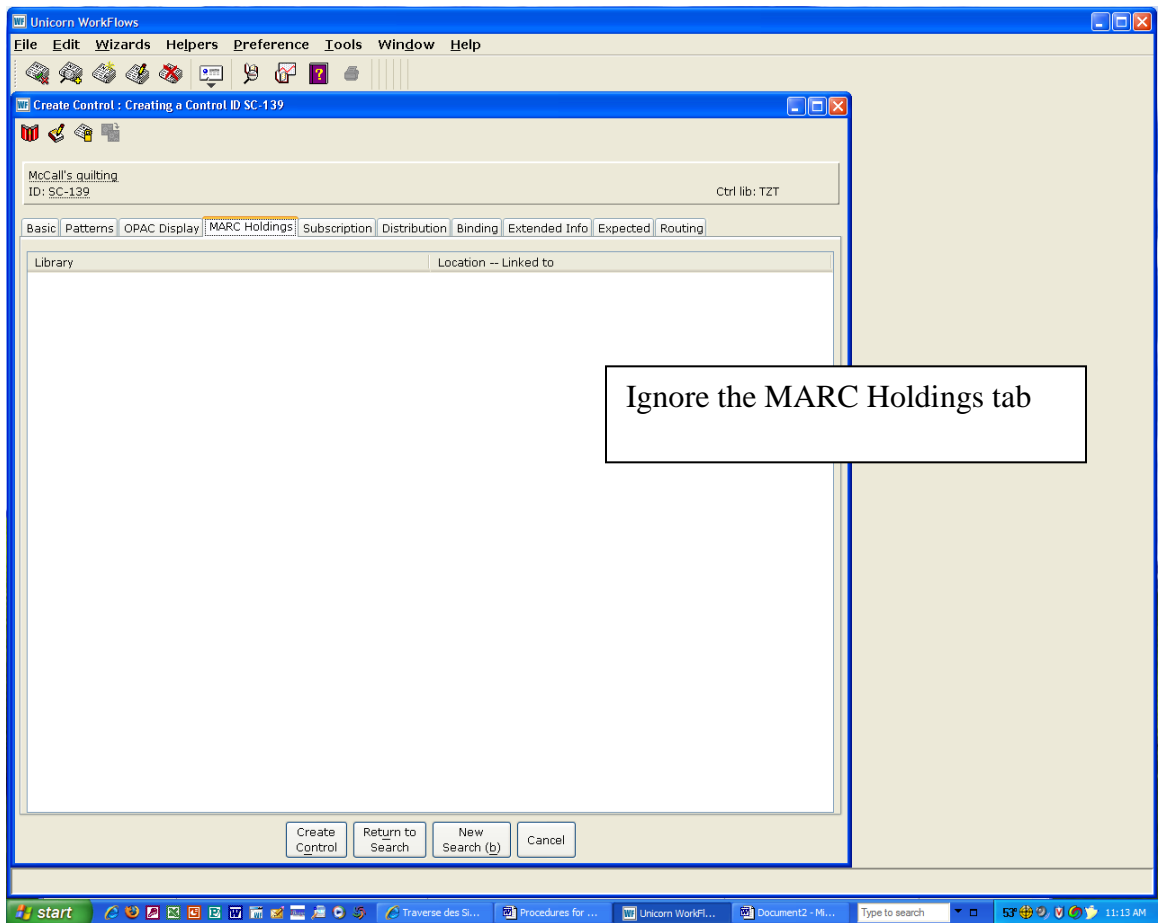
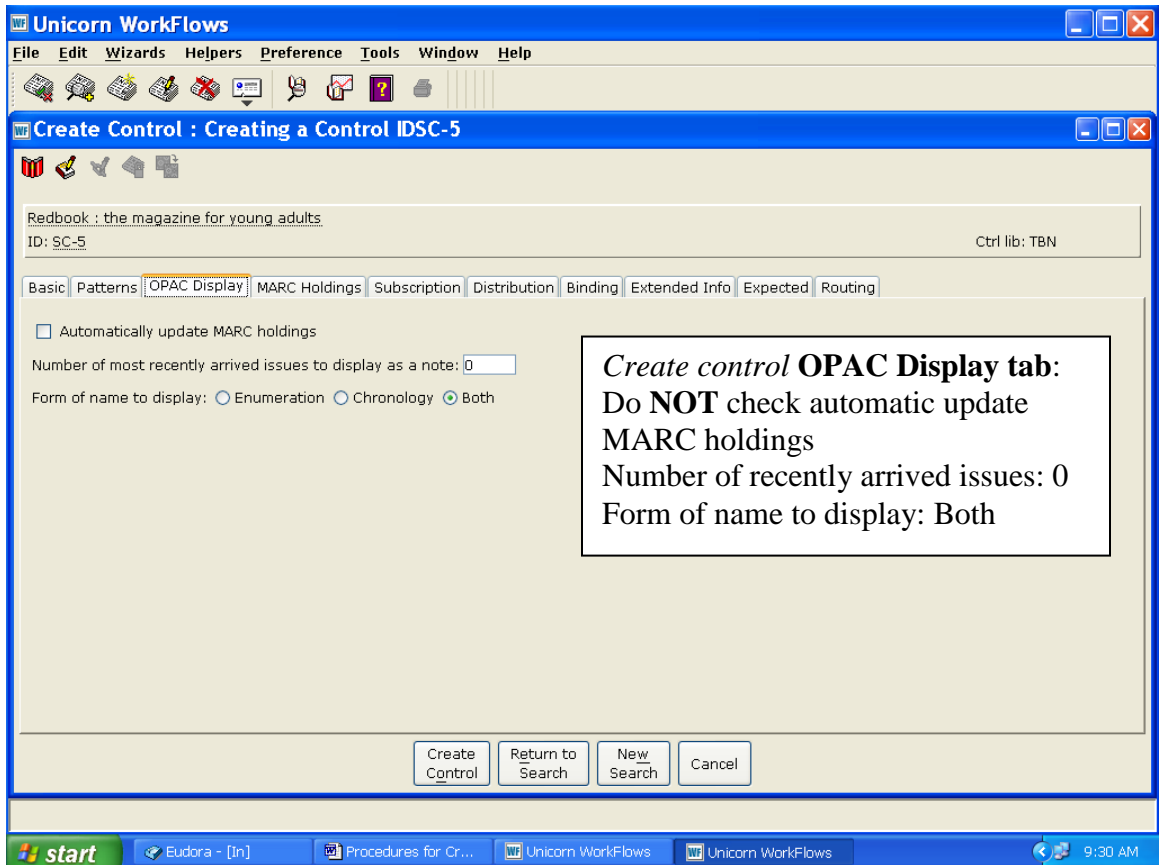


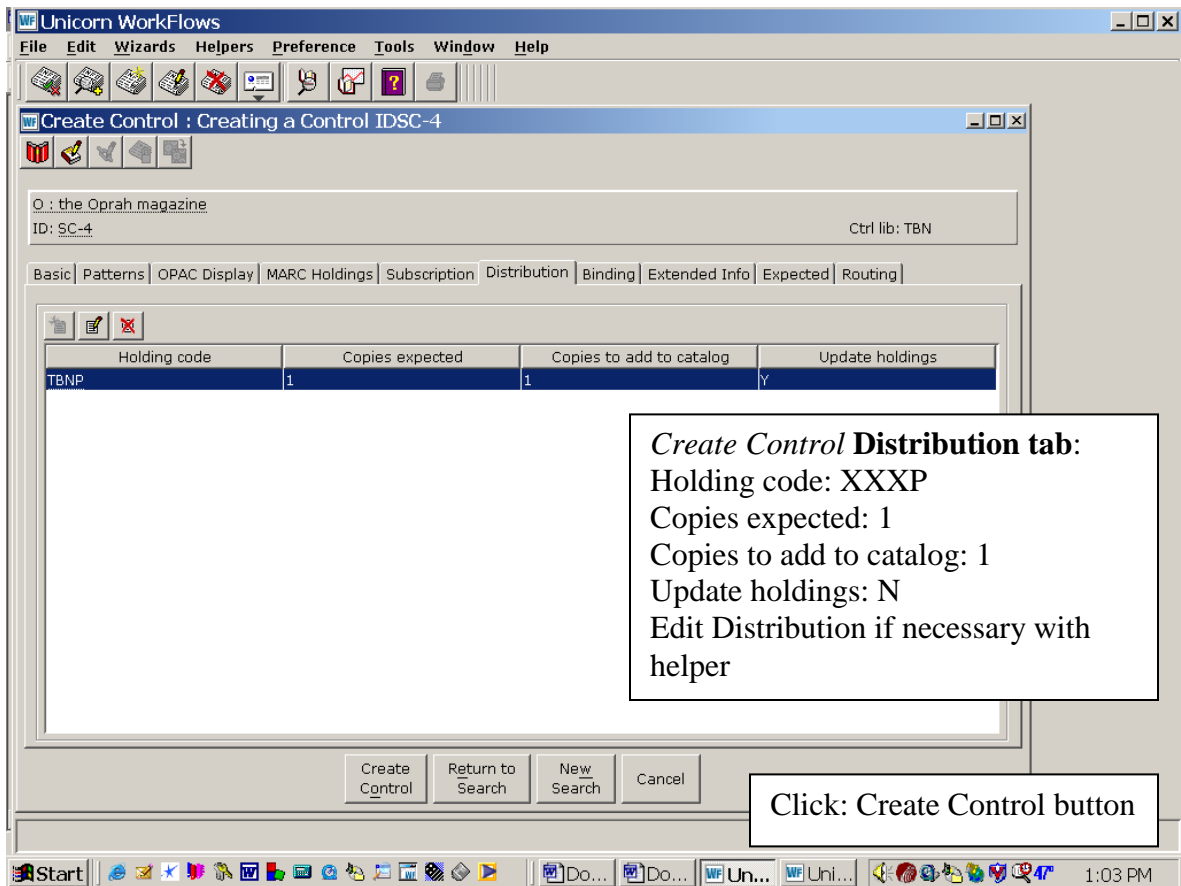
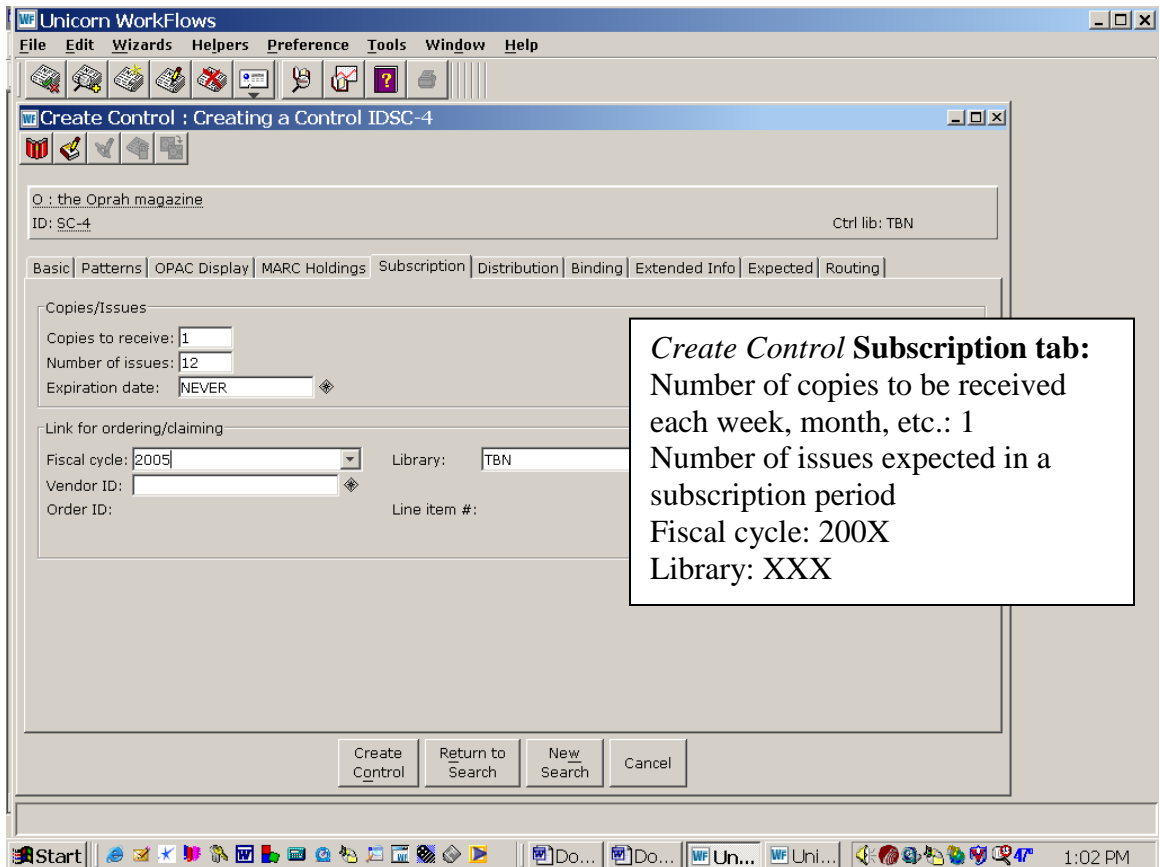
Search by periodical title, Title Control number, etc

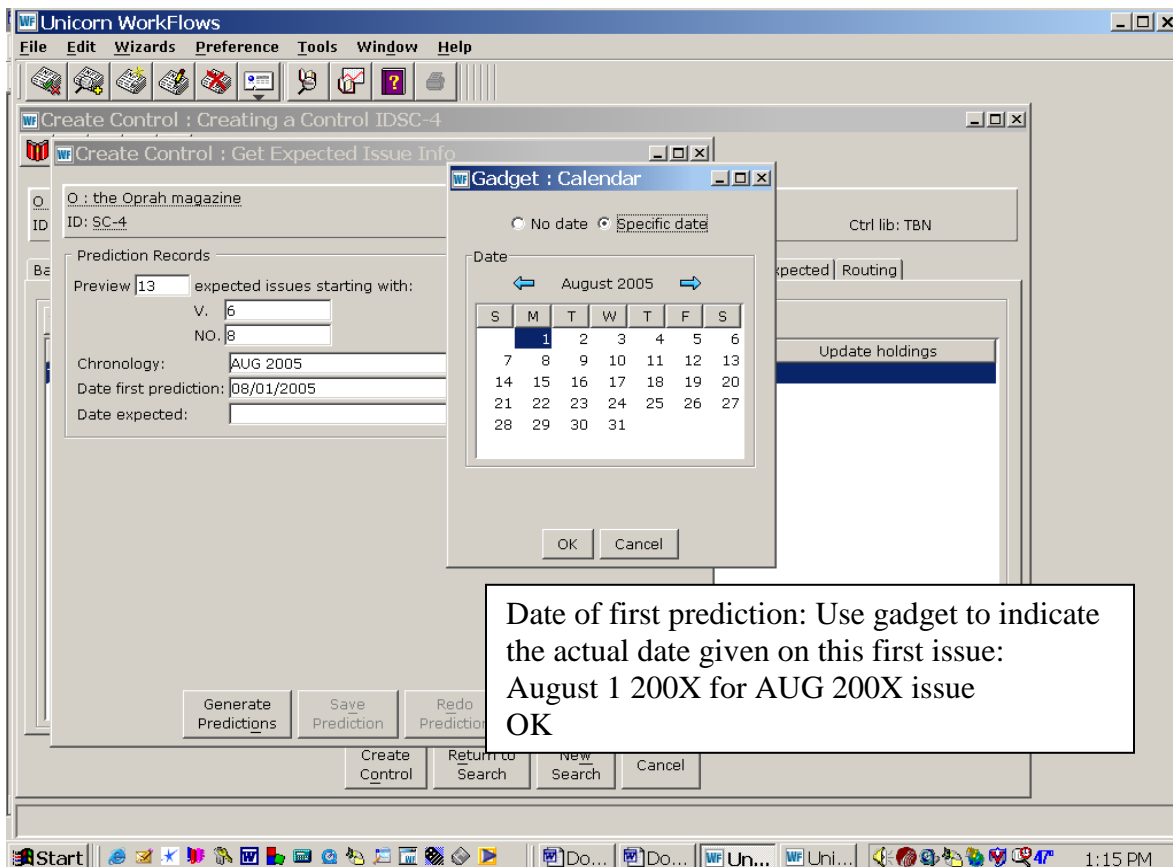
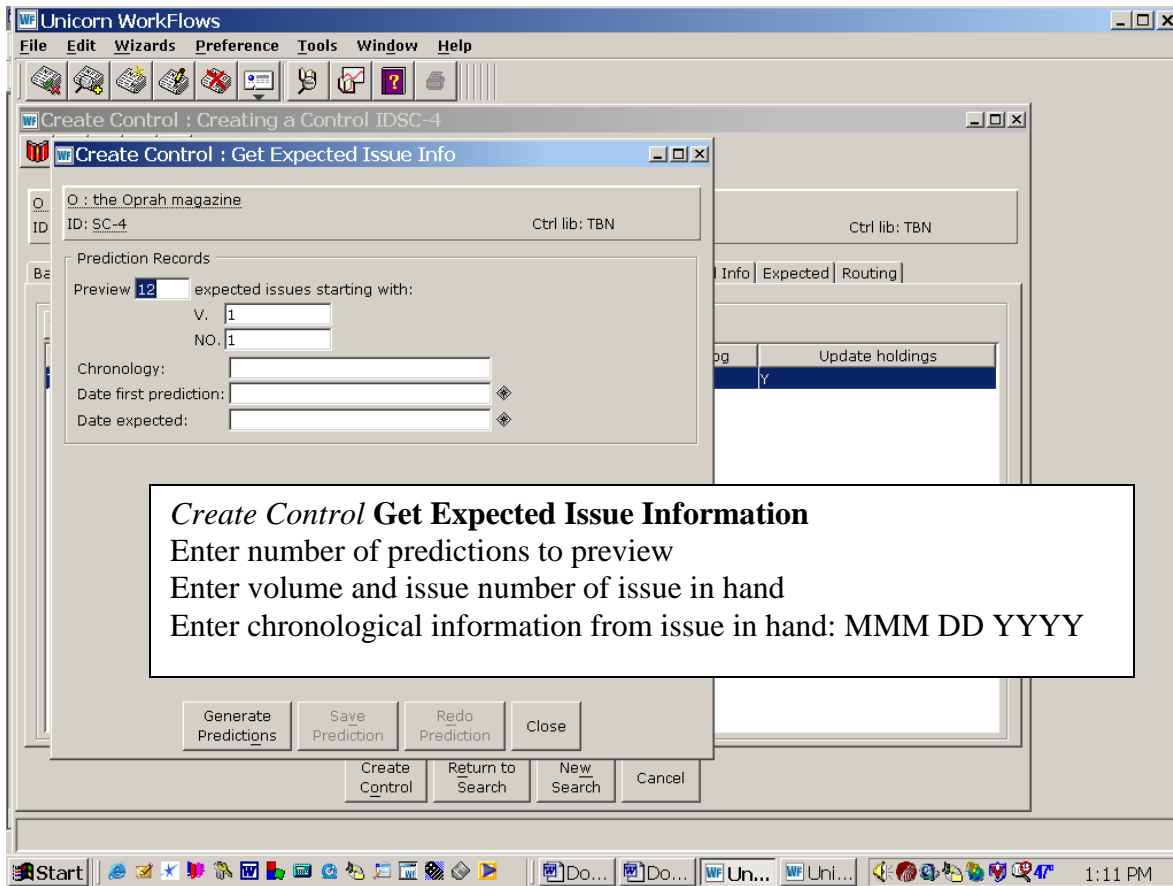
Create Control screen:
 Library for new Serial Control: XXX
 Holding code: XXXP
 OK

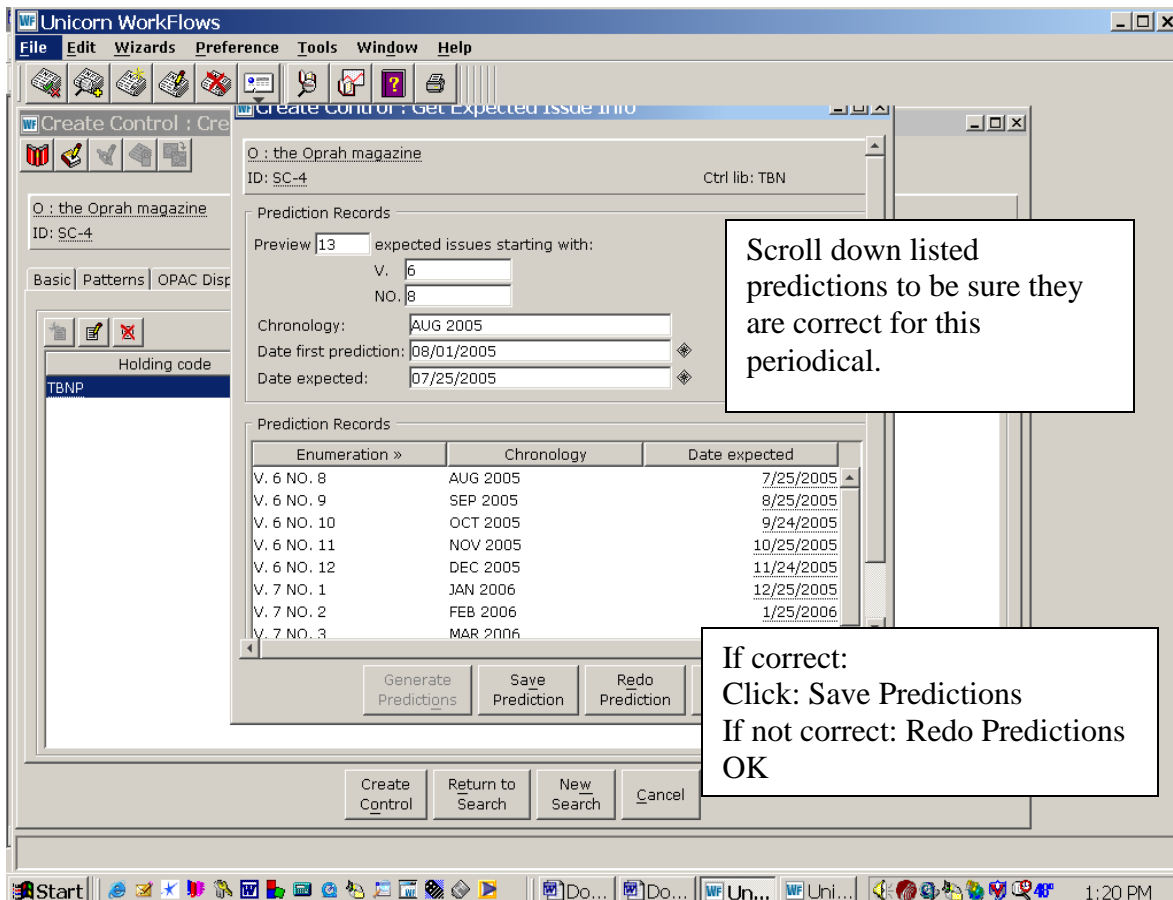
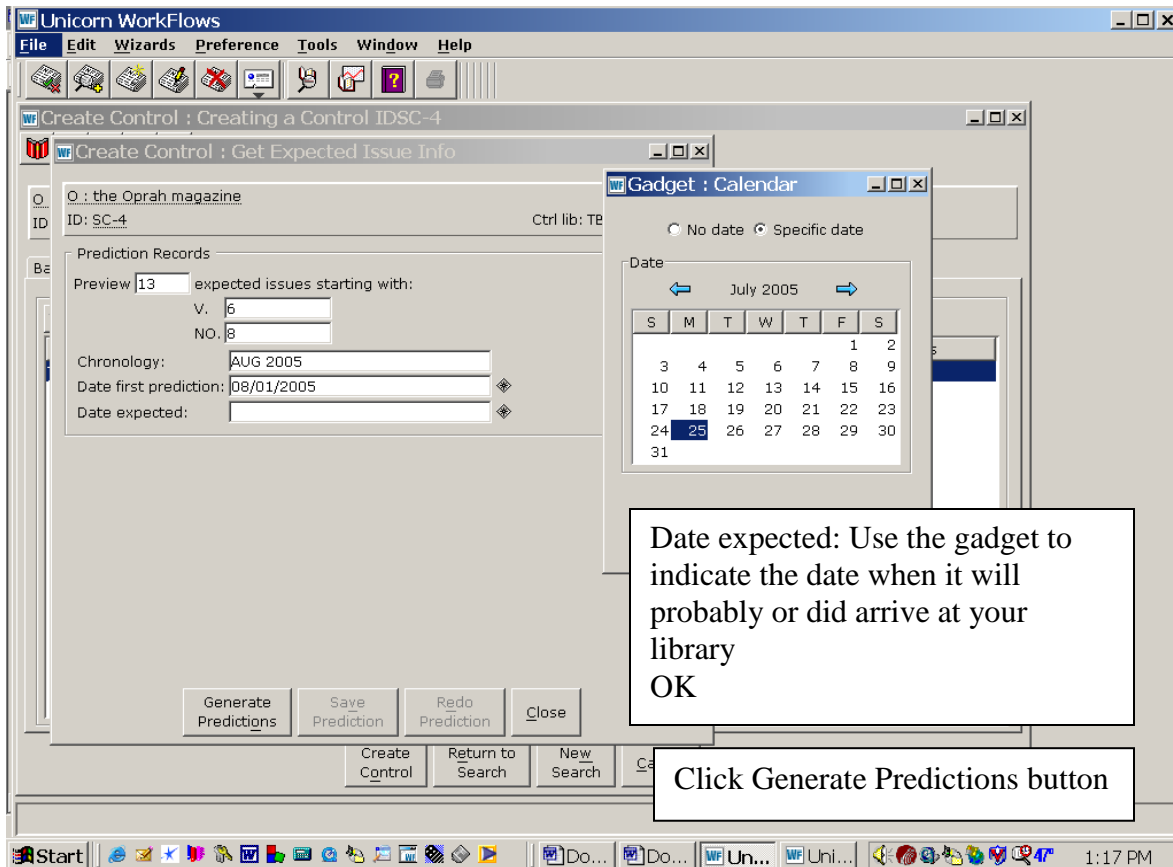
Holdings	Description	Call Number/Item
TBN	Holdings v.05 (2004), v.3 (2002) - v.6 (2005)	
TLR	Holdings v.3 (2002) - v.6 (2005)	
TNM	Holdings v.3 (2002) - v.6 (2005)	
TNS	Holdings v.4 (2003) - v.6 (2005)	
TSB	Holdings v.06 (2005)	
TSG	Holdings v.5 (2004) - v.6 (2005)	
TSH		

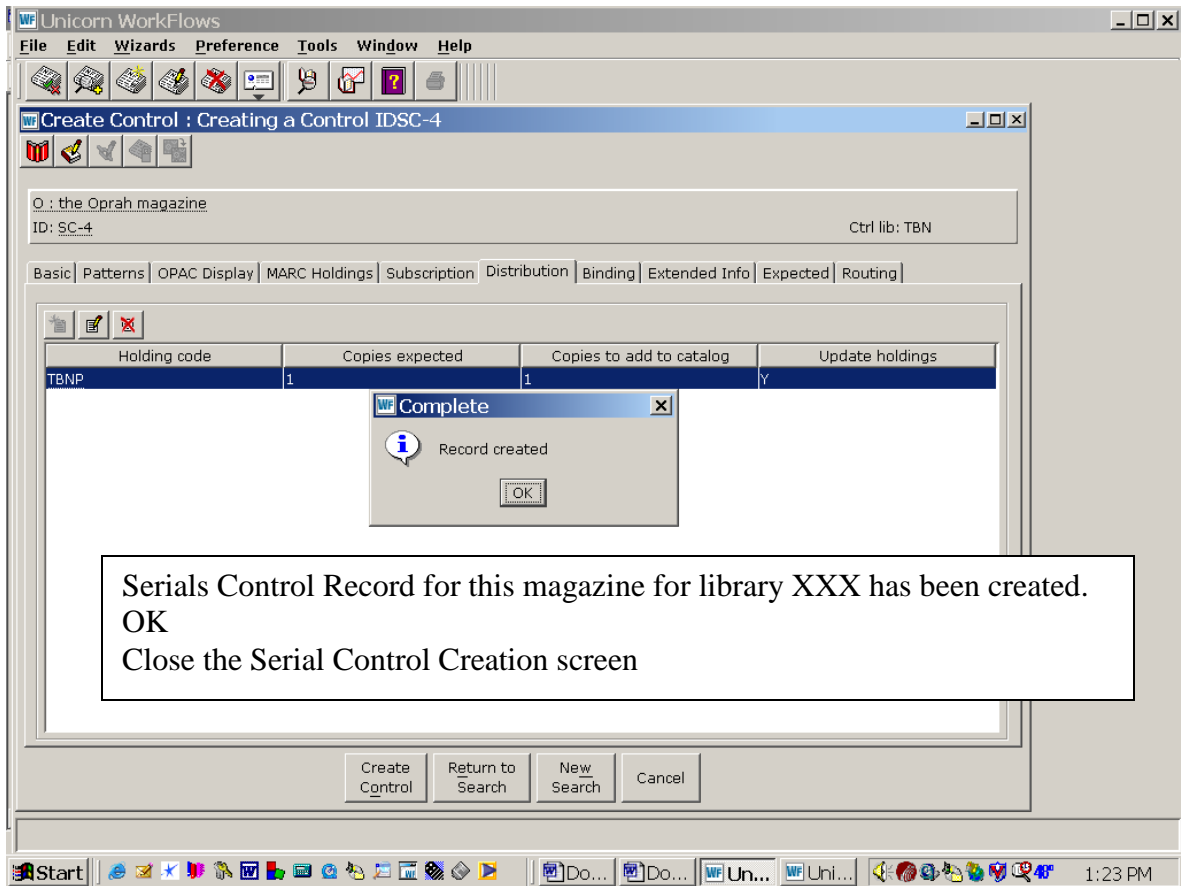
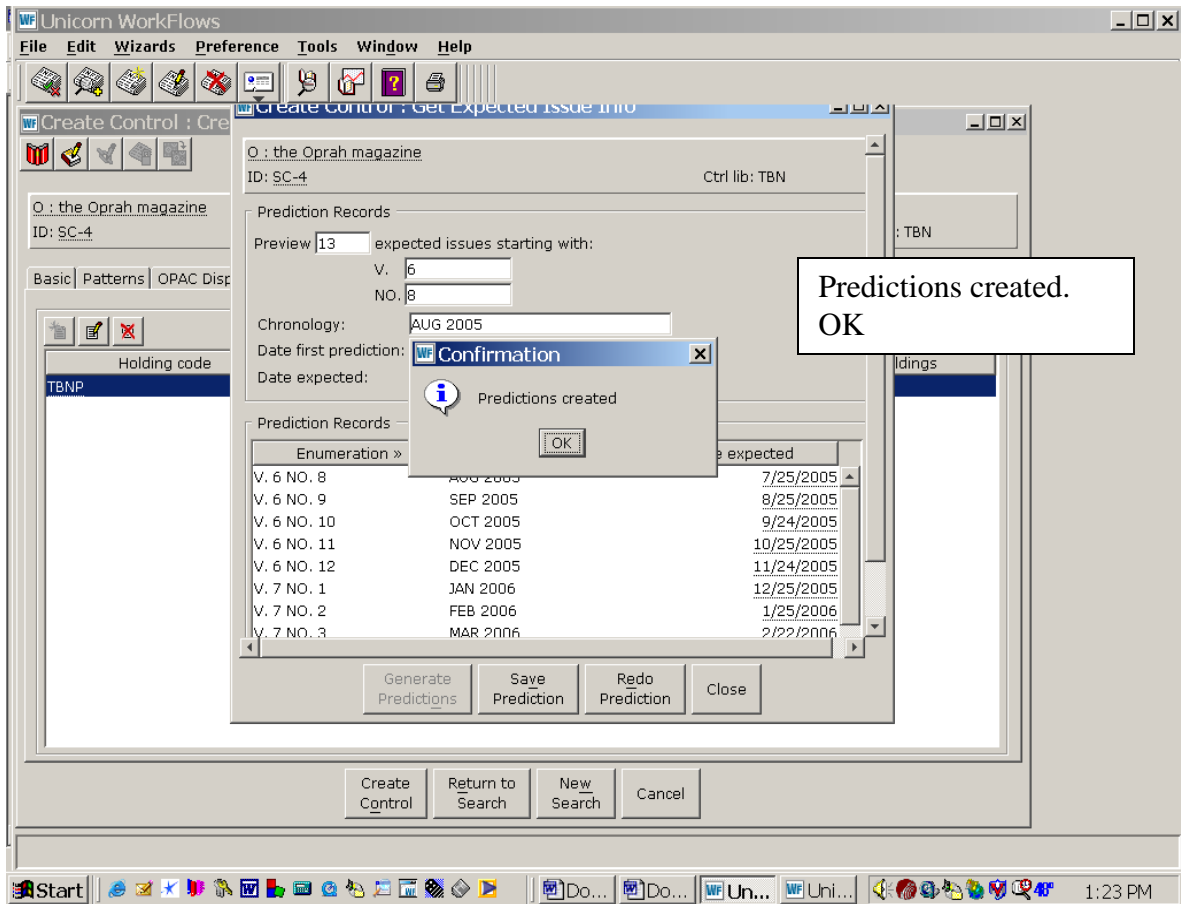


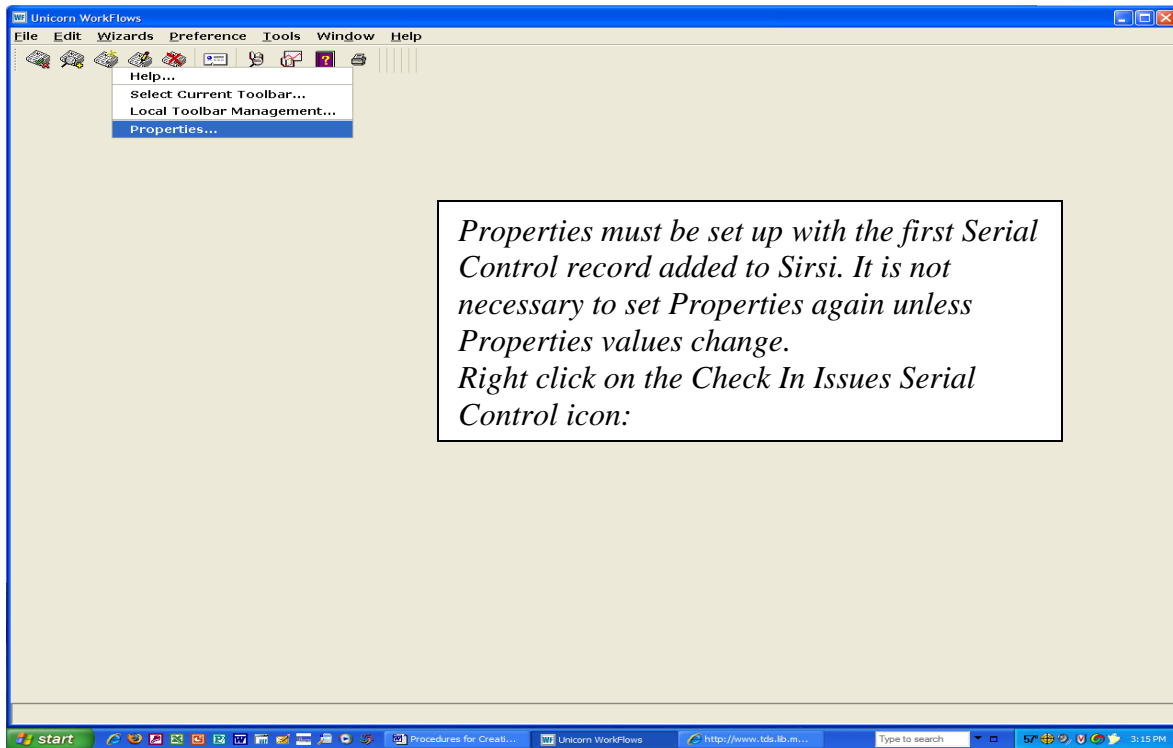
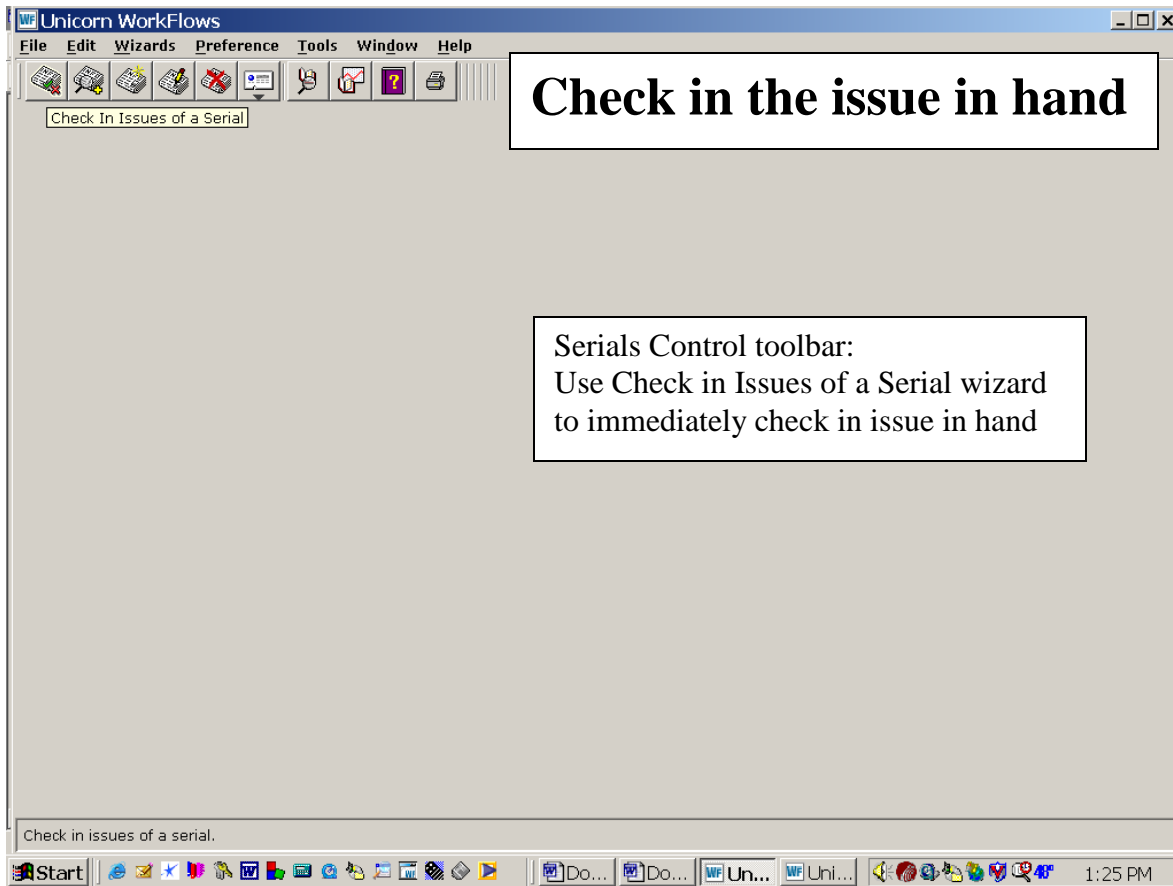


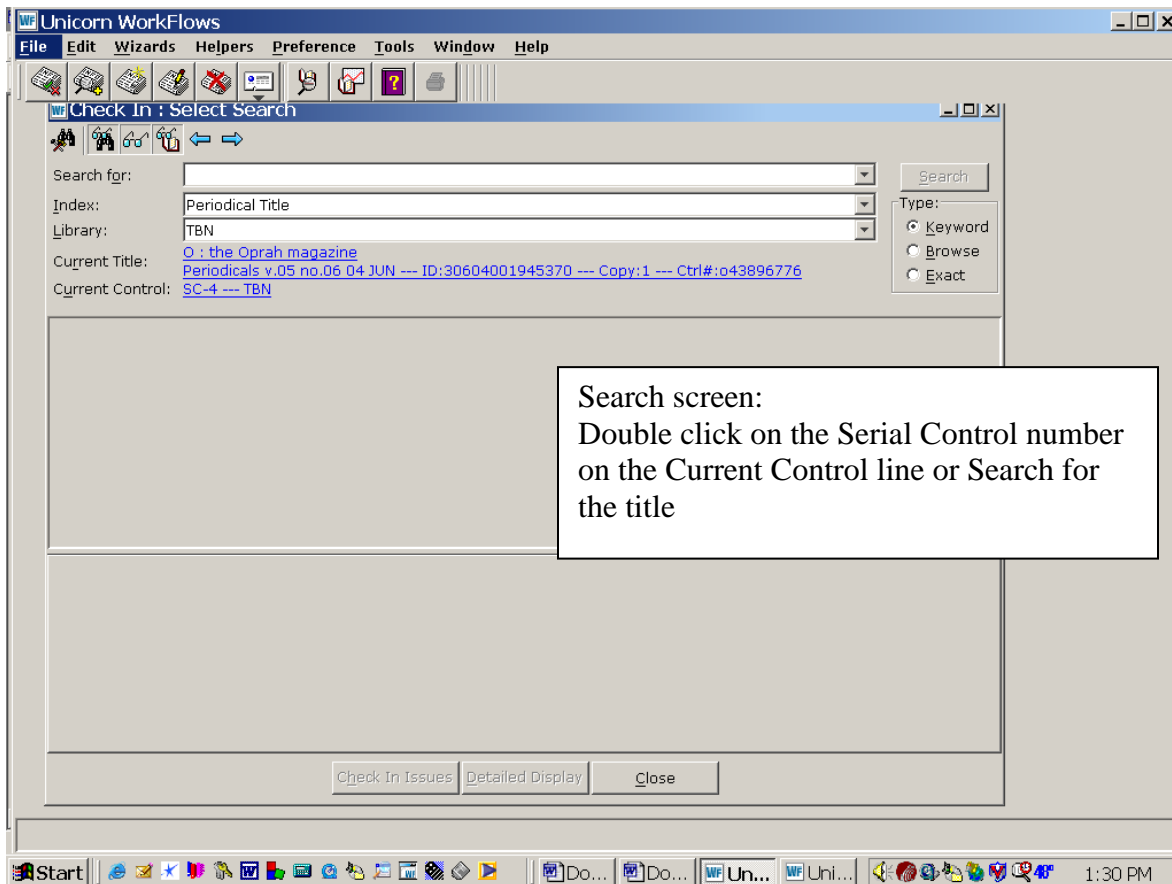
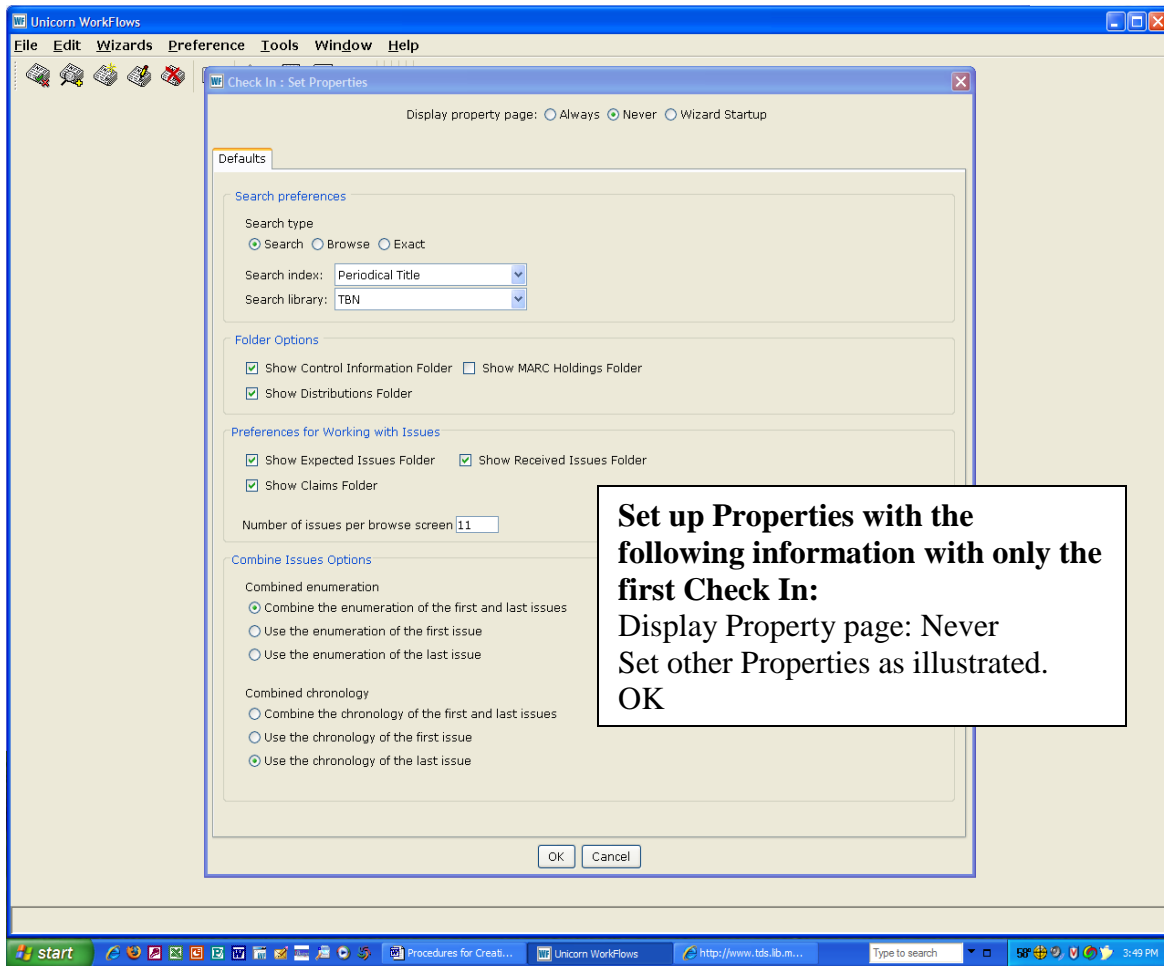


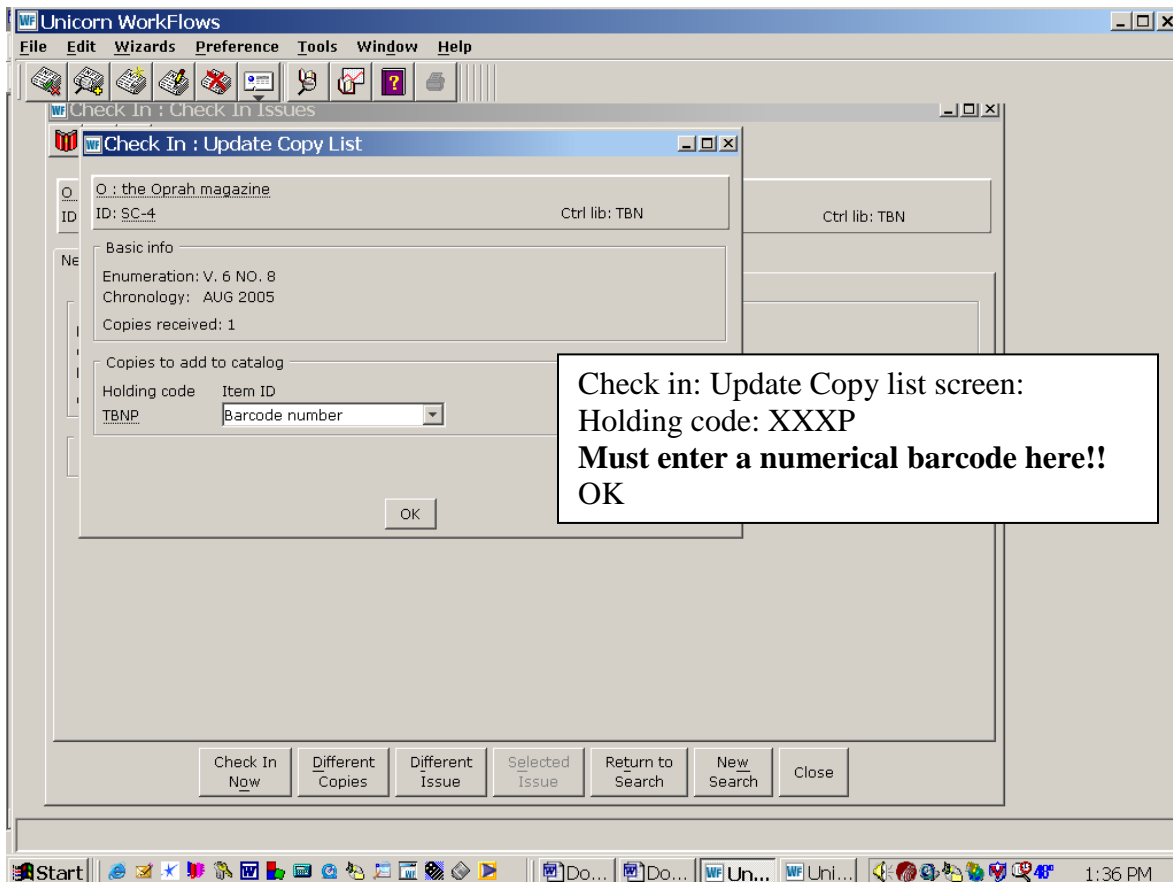
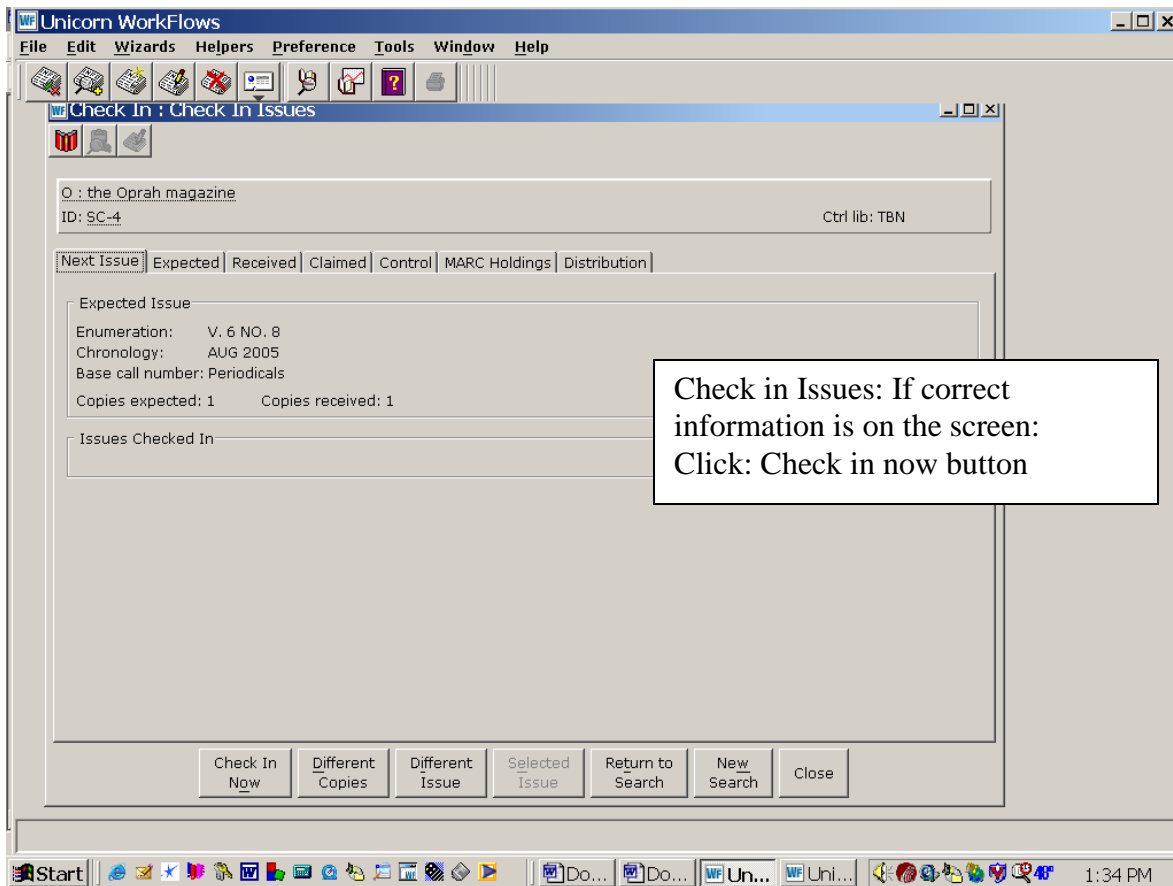


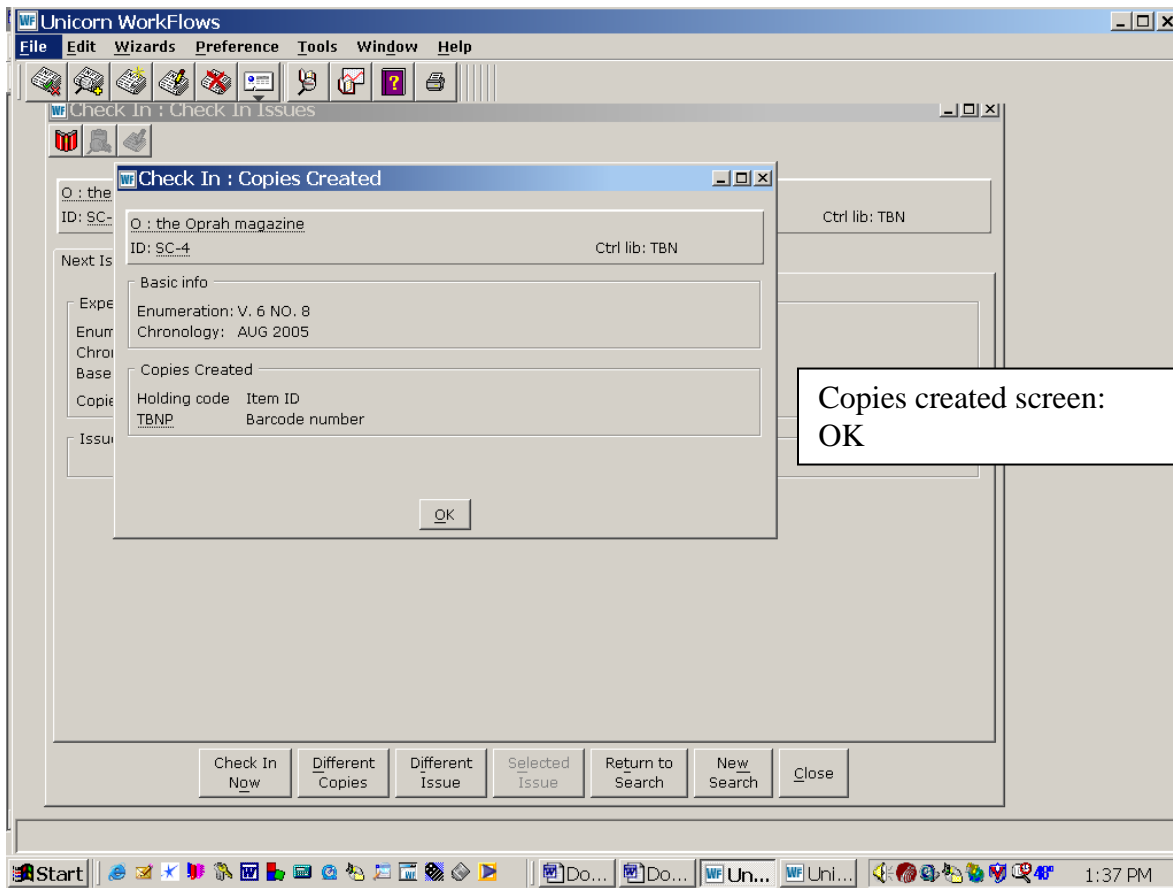




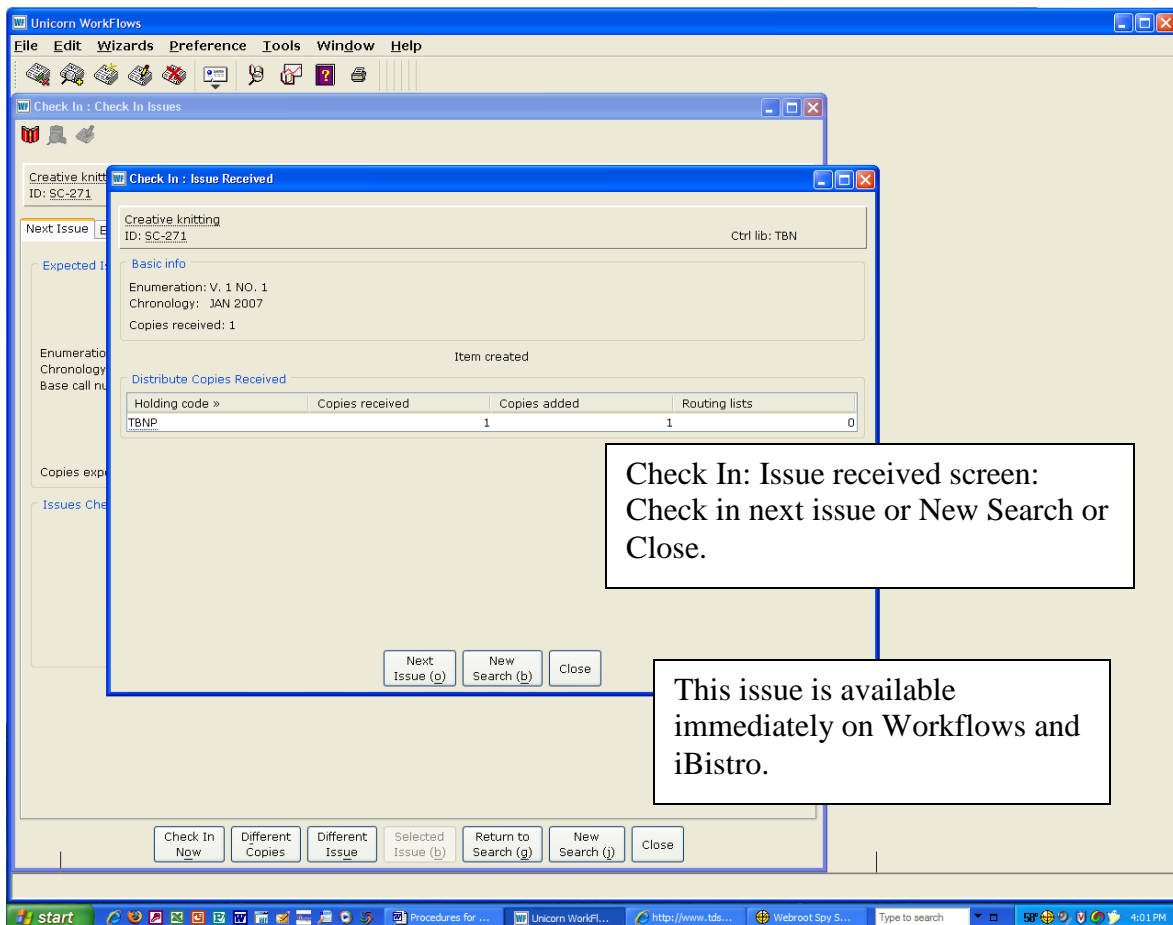








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