



Traverse des Sioux Library System

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Using Serial Control for annual type publications that require |z (this is NOT for magazines)

By using the Serial Control module for publications that require |z, you will no longer need to place the |z, the system will do this for you automatically. It is important to remember that you would need to change Item type and Home location, after you checked in the annual publication.

- Click on the Serial Control module along the top.
- Click the Create Control wizard and retrieve bibliographic record.
- Click OK when the little window pops up with your holding code in it.

Basic Tab:

- In the base call number field, make sure you delete the edition statement and/or year. You should only end up with the call number and cutter.
- Status = to active.

Patterns Tab:

- Un-click the **Use** box, that grey's out the volume label.
- Chronology type is **Year**.
- Click the gadget next to Publication Cycle and select from the calendar the month and date you expect the publication to come.

OPAC Display Tab:

- Select the radio button by Chronology in the last line.

No changes needed in any of the other tabs.

- Click **Generate Predictions** along the bottom of the screen.
- In Preview type in how many years you want to predict out.
- **Chronology** type the year that you have in your hand, nothing else.
- Fill in **Date First Prediction** and **Date Expected**.

- Click **Generate Predictions** again along the bottom.
- Click **Save Predictions**.

Now you can use the Serial Control Check in Wizard to receive/add an item of the title. Do not use the Call Number and Item Maintenance Wizard/ Add Call number, if you choose to go the Serial Control Route.

- When using the Serial Control module, one more step is necessary at this time.
- Open the Call Number and Item Maintenance Wizard and retrieve the bibliographic record you just checked in. The Serial Control Module requires a holding code, which in turn generates the Magazine item type and location, you need to go in and change your item to reflect correct Item type, location, and possible Item Type 1 and 2.