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Authorizations

In order to use the Serials Function, users need the following permissions:

- Serials checkin (77)
- Claim overdue issues (88)
- Bind serials (89)
- Create checkin records (142)
- Update checkin records (144)
- Delete checkin records (145)
- Checkin options (146)

Initial Setup

There are a few housekeeping tasks which will help ease working with serials:

- Record Templates will be the most helpful in creating consistent records in the system. This particularly helps when there are multiple individuals doing a task, leaving less room for inconsistency or omission.
- Macros can perform several steps at once or they can enter repetitive words, phrases or alphanumeric characters.
- Changing the Record view to Checkin in the Record View Properties will help jump directly to the checkin record when searching.
- Making a particular template appear after creating a new bibliographic record or setting the system to Always Prompt for Template are helpful options.

Create Checkin Template

If your library doesn’t have a checkin record template currently for your periodicals, magazines, journals, etc., follow the directions below:

1. Next, select the Record Templates tab.
2. Change the Record Type to Checkin.
3. Create a Checkin Template by clicking the New button.
4. Fill in the necessary fields, some of which are dependent on your preferences. Double-click on each field to see the available options. To insert variable-field information, select the Insert icon.
5. Click the Save icon.
6. Click the Close icon.
7. Click the Save Settings button.

Create Item Record Templates

If your library doesn't have item record templates currently for your periodicals (a.k.a. magazines, journals, serials, etc.) follow the directions below. Create different templates for different types if there are great differences between them. Otherwise, you can setup one template and have the “different” fields prompt and manually change them as needed.

1. Change the Record Type to Item.
2. Create an Item Template by clicking the New button.
3. Fill in the necessary fields, some of which are dependent on your preferences.

Setup template prompts

1. Go to Admin
2. Select Settings
3. Go to the New Record tab
4. Under New Record Templates, make sure your Checkin drop-down menu is set to Always prompt for template.
Note: **Prompt for template** will allow you to choose one template at the beginning of each session and will use that one until the session is ended. While selecting a specific template uses that template for all sessions when creating Checkin records.

## Create Macros

Macros will help you streamline your workflow, especially for repetitive tasks. The Macros tab allows customization of the keyboard function keys. The system offers the ability to customize function keys F1 through F12, plus those same function keys in combination with the Alt, Ctrl, or Shift, e.g., Alt+F1, Ctrl+F1, Shift+F1, etc.

If you have customized your function keys by using macros, you can press the function key or function key combination to activate the macro. For example, if you set F10 to “|e author,” then you could key F10 after an author’s name in the 100 field instead of keying the subfield every time.

### Customizing Function Keys

Each login can create its own function key settings. To customize the function keys for a login:

1. Select **Settings** from the **Admin** menu.
2. Click the **Macros** tab in the dialog that displays
3. Select one of the following tabs depending on which keys you want to customize:
   - **No Modifier** – to customize function keys F1 through F12
   - **ALT** – to customize function key combinations Alt+F1 through Alt+F12
   - **CTRL** – to customize function key combinations Ctrl+F1 through Ctrl+F12
   - **SHIFT** – to customize function key combinations Shift+F1 through Shift+F12
   - Click in the text box for the function key you want to modify. Note that the system designates a particular function key as “**RESERVED**” if it is unavailable for customization.

### Entering Text in a Macro

To enter text for a macro, key the text. Note that the Macros tab is case-sensitive (i.e., it distinguishes between capital and lowercase letters). If you want a capital ‘G’, for example, make sure you enter ‘G’ and not ‘g’.

For example, key “Journal of ” (without quotation marks) in the Alt+F11 text box to associate the Alt+F11 function key with that string of text. Then, in a search screen, keying Alt+F11 will automatically enter “Journal of ” (without quotation marks) in the search text box.
Record View Properties

It is possible to change your record view that appears when clicking on a record in a results list. This makes navigating to the record types much quicker when a user works within certain record types consistently. Changing the record view can be done from the Serials Checkin, Catalog, and Search/Holds Functions.

1. Open the Serials Checkin Function.
2. Select View from the file menu.
3. Select Record View Properties.
4. In the Record View Properties screen, select the Record Type you want to view (usually, Bibliographic in Serials).
5. Choose the Retrieval View you want to appear as a default. Note: View and Edit will show the Bibliographic Record, while Summary shows any linked records. Media is not used in our consortium.
6. In the Summary View, select Checkin.
7. Click Apply.
8. Click Save and select OK. (This saves the changes permanently, while selecting Apply will change it for the session only.)
9. Click Quit.
In the OPAC, the statement from the Checkin Record appears to patrons similar to below. Holding statements appear under the primary record information and if there are records (copies) attached they follow after the holdings statements.

**Checkin Record**

Generally, a library will have only one Checkin Record per serial title. However, there are some exceptions, such as when a library owns the paper and microform, or the e-journal and the paper. The Checkin Record contains the MARC holdings information that identifies what years, issues, volumes, etc. the library has in their collection. For more information on MARC holdings information, refer to http://www.loc.gov/marc/holdings/echdhome.html
Checkin Card
This is a literal replacement for the paper cards where you check off issues as they arrive.

- Can be set up to predict what’s coming
- Can prompt you for overdue issues.
- Can automatically create items upon checkin

Create New Checkin Record
The first step in creating a new checkin record is to ascertain if a bibliographic record for the title exists. If so, then move on to Attach Checkin (Holdings) Record. If not, then a matching record needs to be brought into the system from z39.50 or OCLC. If such a record does not exist, then create an original bibliographic record following the guidelines of your consortium for original cataloging and ensure that the serial/periodical fields are filled in, then move on to section Attach Checkin (Holdings) Record.

Attach Checkin (Holdings) Record
To create a Checkin record that is attached to an existing bibliographic record follow the steps below:

1. From the Summary tab change the View dropdown to Checkin, then select Attach New Checkin.
2. Select a record template, if prompted. This will depend on whether the login settings have been updated for Settings>New Records tab in the Options for New Checkin Records section and in the Record Templates tab.
3. Follow the prompts from the template and within each dialog box. In the Edit Data dialog box, ensure that the Location is correct for the serial/periodical you are working with. If not, double-click on the Location field for options.
4. If you wish to change one of the fixed-field default values, double-click in the fixed field to bring up a list of valid options for that field.
5. Select Next to skip a field and/or to proceed to the next prompt of the template.

- If you HAVE NOT selected Create checkin card when creating holdings record in the Admin>Settings>New Records tab in the Options for New Checkin Records section, you may now add/edit additional variable and fixed fields. To add a variable-length field, select the Insert icon to see the additional options. Next, move on to the Checkin Record Holdings tab section.

- If you HAVE selected Create checkin card when creating holdings record in the Admin>Settings>New Records tab in the Options for New Checkin Records section, then a Create Checkin Card dialog box will appear. To proceed, follow the directions in the Setup a checkin card section and then on to the Checkin Record Holdings tab section.
Checkin Record Holdings tab:

To add additional holdings ranges or to update an existing one...

1. Select the Add New Range button
2. Enter Enumeration and Chronology information for the serial/periodical in the Create Caption dialog box.
3. Click Submit.
4. Enter the first issue information in the From section.
5. Enter final issue information in the To section OR check Open-ended.
6. If there was a gap requiring a second range to be written, go back to step 1.
7. Save the record.

For additional information, refer to the Sierra Manual by clicking Help in the file menu and then selecting Manual.

Set up checkin card

From Serials Check-in mode, users can create a checkin card in either Simple or Advanced modes. Simple mode allows users to check in cards with two levels of enumeration (volume and issue for example). Advanced mode allows users to create up to six levels of enumerations plus two alternate levels that conform to the full MARC 21 standard.

If you are not automatically prompted to create a card, you can select the Card tab and then Create Card. The Create Card dialog box will open.

Upper section elements:

1. Use the default "Status" Current, and the "Display mode" Box display.
2. Decide if you want to create an item record for each issue as it is checked in. If not, leave the "Create item during checkin" unchecked. If you want to
always create an item for each received issue on a card, check this box.

3. Additional defaults:
   a. Default Items on card (number of boxes) is 24. Change this to any number up to 120
      (For example, annuals would be 12 and weekly periodicals would be 52.)
   b. Default Order record is the first order record attached to the bib record if there is one.
      Select another order record by clicking on the box.
   c. Default Suppress OPAC display is unchecked. Suppressing the card eliminates the Latest
      received link in the Web OPAC display so that the public cannot view the card.

**Lower section elements: (Issues, Supplements, and Indexes tabs)**

1. Default Frequency is monthly. Use the drop-down menus to change the frequency.
2. Enter the cover date of the first issue to be received. [If the item does not use cover dates,
   select Advanced to edit the chronology pattern.] 
3. The system will supply an expected date based on the cover date you entered. Change this date
   to reflect the date you expect to receive the issue. This date will be used to create expected
   dates for the rest of the boxes on the card.
4. Enter the enumeration or numbering of the first issue to be received. WARNING: If the item
   does not use numbering, or uses any number of levels of enumeration other than two (such as,
   volume:number or year:issue), select Advanced to edit the enumeration level. This simply gives
   you more options for levels.
5. Issues per volume tells the system where to start renumbering the next volume.
6. Numbering continuity indicates whether numbering continues or restarts with each new volume.
   a. restart = numbering starts over with each new volume (ie v.1 no.12 then v.2 no.1) i.e.
      Vogue
   b. continue = numbering continues with each new volume (ie v.1 no.12 then v.2 no.13) i.e.
      Irish historical studies
7. Days before claim and Unit of binding in the Claiming Binding section will automatically change
   when you select your frequency. Verify that they match your policies and change them
   accordingly or leave the system-supplied default of 45 days.
8. Unit of binding is how many issues are in the bound volume. (Use zero if not binding.)
9. Binding delay is the number of issues that should remain on the shelf after the unit of binding is
   sent to the bindery. (Use zero if not binding.)
10. Advanced offers additional options for enumeration.

For additional information, refer to the Sierra Manual by clicking Help in the file menu and then
selecting Manual.
Incoming – check in

1. In the **Serials Checkin** function, search for the title record.
2. Change the **Summary View** to **Checkin** if it isn’t already.
3. Select the **Current** checkin record for your library.
4. The next expected issue box will automatically be highlighted. This issue should be the next issue for your copy in hand. If not, then find the matching checkin box on the card. Verify that the enumeration information is correct and fix if necessary. To edit, right-click and select **Box Menu**, or go to **Tools>Box Menu**. Choose the appropriate option from the list.
5. To create an item after checking in the issue, select the **Create item** checkbox and move on to step 6. To checkin the item without creating an item, move on to **step 6**.
6. If the selected box is correct, click the **Check In** button or simply hit the “c” key.

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**Create items (for an already checked in box)**

To create an item for an already checked in box (if you forgot to check the box, for example), right-click and select **Box Menu>Create item for box**. This will lead you through the usual item-creation process, but with some useful info already filled in from the checkin box. This item is thereafter associated with the box.

For additional information, refer to the **Sierra Manual** by clicking **Help** in the file menu and then selecting **Manual**.

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**Editing and Removing**

**Editing a Card**

There are many ways to alter the card—by adding boxes for issues to the end, inserting boxes in the middle or beginning, deleting boxes, or modifying the content or status of boxes. All options are available by right-clicking a box look at the **Box Menu** or by looking under **Tools>Box Menu**.

**Fixing a basic pattern**

Once the card has been created you can manipulate the boxes until your basic "pattern" is correct. Then you can "extrapolate" the pattern for future years. The first step in this process is to delete the boxes we do not want and rename the combined issue boxes. For example, to make a 10 issue monthly (with combined summer issues) you would need to take the following steps:
1. First have a card with 12 boxes: one for each month. Delete the July box and the September box (Tools>Box Menu>Delete Boxes or press the Delete key on your keyboard)
2. Change the cover title for the June box to say Jun/Jul (Double-click on the box)
3. Change the cover title for the August box to say Aug/Sep (Double-click on the box)
4. Next, change the issue numbers in the last four boxes so that they are numbered sequentially 7-10 with the following steps:
5. Highlight all four boxes that have incorrect issue numbers
6. Click Tools>Box Menu>Update Boxes as a Group OR right-click and select Update Boxes as a Group
7. Change the issue number. A check will appear in the box on the left side signifying that this change will be applied (incrementally) to all the boxes highlighted.
8. Click OK

Extrapolating the Boxes
Now that the cover dates and issue numbers are all correct we are almost ready to extrapolate. Change our card parameters to 10 issues per volume instead of 12 so that the extrapolation process will know to start the renumbering after issue number 10. Then extrapolate as many years as we like. For example, add 3 more years of boxes to this card with the following steps:

1. Click Tools>Card Menu>Edit Card OR right-click and pick Edit Card
2. Change the Issues per volume from 12 to 10 and choose OK.
3. Highlight all the boxes (Click and drag from the first box to the last, or Click on the first box and <Shift><Click> on the last box, or press <Alt><A>).
4. Choose Tools>Box Menu>Extrapolate Boxes OR right-click and select Extrapolate Boxes
5. Change the "number of times" to extrapolate from 1 to This means extrapolate the entire pattern of boxes 3 more times for 30 more boxes. Then choose OK.
6. You can see that each of the 3 years that we added already has the June/July and August/September boxes combined and the issues numbered 1 through 10.
7. The card is now ready to save and use for check-in.

For additional information, refer to the Sierra Manual by clicking Help in the file menu and then selecting Manual.

Remove discards
To remove extra boxes or discarded serials from the checkin card, follow these steps:

1. Right-click on the box and select Box Menu>Delete Boxes OR simply select the box(es) and hit the delete key. If you created items along with these boxes, you will be offered to delete the connected items. If you’re discarding, then you do.
2. Serials automatically selects all of the Item records for the card you are deleting. If you choose not to delete some or all of the Item records, deselect the check boxes in the Delete column.
3. Update holdings automatically (if you have your preferences set to that) or by going back into the Holdings tab and modifying the holdings there (same as you created them, but instead of adding, you’re changing the start values)

Full cards – archive or delete?

When you have a full card (120 boxes), you can either archive the card or delete boxes from the beginning to make less than 120 boxes again. If necessary, archive the checkin cards, however it is recommended to delete them when no longer needed as they clutter the summary screen in the SDA, as well as, the OPAC.

To Archive Card

Right-click and select Card Menu>Archive Card. This will create a new card with the same parameters as the archived card.

Delete Card

1. Right-click and select Card Menu>Delete Card
2. Delete related items if appropriate, or uncheck boxes to leave them until they are discarded.
3. Remove item records as you usually do when cataloging.

Delete Box

1. Hold the CTRL key down and click all the boxes to be deleted.
2. Right-click on them and select Box Menu>Delete Boxes.
3. Select Yes, in the Delete Boxes pop-up.

Changes in the Title or Publisher

Some changes require changes to the bib record or a new record. Remember that significant Title or Publisher changes may require a new bibliographic record to be created, rather than just changing the details in the existing record. Policies differ for the different groups in the state, so consult with the Cataloging Standards Committee if you have any doubts.
Other Functions

Paying
- Done through attached order records if you have them. Orders for periodicals are like any other order with a recurring or multiple payments.
- If you do not use or need to be reminded about renewals, use a tickler.

Claiming
You can search your library's database for all issues that are displaying as LATE. Late serials can be claimed. Although the systems are not set up to do automatic claiming (consortial usage makes it complicated to automatically claim), it can be useful to look through claims in order to find items that have not arrived in a timely manner so you can follow up with the publisher/distributor. To do so:

1. Change the current function to **Claiming**.
2. Use the drop-down list to choose a method of searching for issues to claim. Your choices include:
   a. **Range** - to search a range of records (i.e. ALL)
   b. **Review** - to search a review file – If you create a review file of just your own periodicals, you can avoid seeing other library records.
   c. **Index** - to search an indexed field range
   d. **Advanced** - to use Advanced Keyword Search options
3. Choose **Start**.
4. Sierra searches for a record with LATE issues. The checkin card will usually display with the late issues selected. If it doesn’t, you may have to pick the Card tab.
5. Hitting the **Claim One** button doesn’t actually do any sending of letters or emails, but it does indicate that you have seen this late issue and are doing something about it, so it is useful for your own reference.
6. While searching:
   a. Choose **Next** to go to the next record.
   b. Choose **Previous** to go back to the previous record.
   c. Choose **Stop** to stop searching for late issues and to exit the current record.

Warnings

**Minerva and URSUS:** Please be careful not to edit other libraries’ records. It’s especially easy if you’re reviewing claims.

**URSUS:** Different accounting units cannot touch the others’ serials. They will show as greyed out and say **Other:**. However, within an accounting unit, different libraries can inadvertently delete another library’s records.