LINCC
learn

LINCC
Serials

Aleph version 20

Contents

Introduction

Serial Orders

Creating an order record in the Acquisitions/Serials module for a serial subscription record is optional. The order record allows the library to track payments and renew subscriptions. For detailed information, refer to the *LINCC Acquisitions* manual.

Vendor Records

Every serial record is linked to a vendor record. Vendor records must be created first. For detailed information about creating, modifying, and deleting vendor records, refer to the *LINCC Acquisitions* manual.

Bibliographic Records

Every serial record is linked to an administrative record which, in turn, links the subscription to the bibliographic record. Bibliographic records are acquired from regular cataloging sources such as LC and OCLC. For detailed information about obtaining or creating a bibliographic record, refer to the *LINCC Cataloging* manual.

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Unit 1: Overview of the Acquisitions/Serials Module

Acquisitions and Serials functions are combined into a single module in LINCC. The module consists of menu items, search bars, a Navigation Tree that groups major functions under six activity tabs, an upper pane that generally contains list views of records, and a lower pane that generally contains details of the record selected in the upper pane.

This manual describes the module's serials functions. For a description of acquisitions functions, refer to the *LINCC Acquisitions* manual, available from CCLA's Library Staff Resources web page.

Lesson 1: Navigating the Acquisitions/Serials Module

An overview of the Acquisitions/Serials module interface is shown below. Each area of the interface is described on the following pages.

Figure 1: The Acquisitions/Serials Module Interface (Serial Activity Tab)
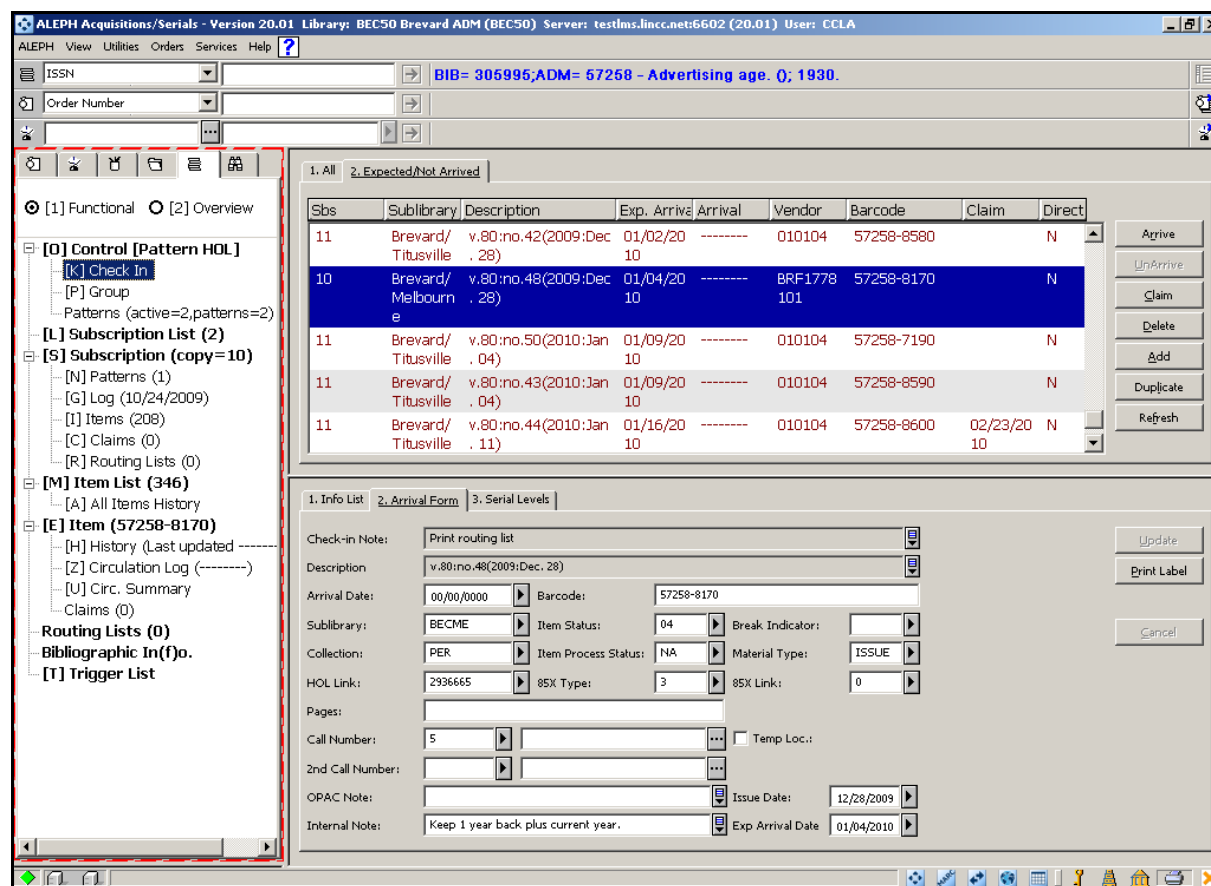
Areas of the Acquisitions/Serials module interface are described below:

Menu Bar Contains commands for features of the module, grouped in drop-down menus.

Serial Bar Contains a search field that allows a serial record to be retrieved by search parameters. Displays the record number and title information for the active serial record(s).

Navigation Tree Contains nodes that can be selected to access information or perform specific activities within the module. Options vary according to the selected activity tab.

Upper Pane Displays information related to the node selected in the Navigation Tree. Generally contains list views of records.

Lower Pane Displays information related to the record selected in the upper pane.

Activity Tabs Correspond to major activities within a specific module. When an activity tab is clicked, the Navigation Tree and upper and lower panes will display related information and options.

Application Toolbar Allows other LINCC modules to be opened from the Acquisitions/Serial module.

Lesson 2: Using the Menu Bar

In the Acquisitions/Serials module, very few actions are carried out using the Menu bar at the top of the main window. The most commonly used menu options are described on the following pages.
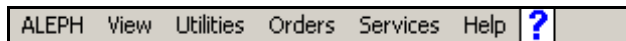
The ALEPH Menu

- **Connect to**: Determines the bibliographic database being accessed. The only setting is the college's administrative database, XXX50 (where XXX represents the three-letter institution code).

- **Delete Item Defaults**: Deletes item record defaults after the Save Def function is used.

- **Delete Subscription Defaults**: Deletes subscription record defaults after the Save Def function is used.

- **Delete Order Defaults**: Deletes order record defaults after the Save Def function is used.

- **Show PC/Server Transaction Log**: Shows actions taken between the local computer and the server. Available details are the Database, Date/Time, Service Number, and Service Description.

- **Print History**: Shows the history of files printed during the active session.

- **Options**: Allows customization of some aspects of the LINCC client.

- **Switch Application**: Opens other LINCC modules.

- **Version Check**: Allows updates to the LINCC client to be automatically downloaded and installed.

- **Exit**: Closes the Acquisitions/Serials module.
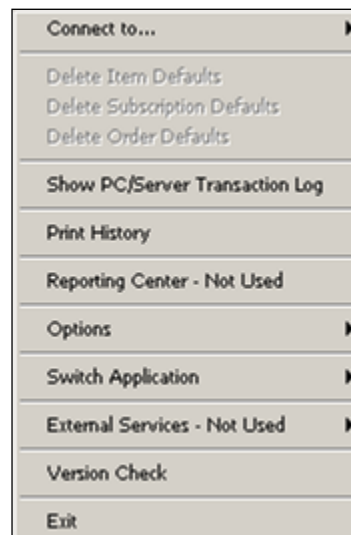
The View Menu

- **Switch to Order Tab**: Displays the Order activity tab options in the Navigation Tree.

- **Switch to Invoice Tab**: Displays the Invoice activity tab options in the Navigation Tree.

- **Switch to Admin. Tab**: Displays the Administration activity tab options in the Navigation Tree.

- **Switch to Index Tab**: Displays the Index List (Search Order activity tab) in the Navigation Tree.

- **Switch to Serial Tab**: Displays the Serial activity tab options in the Navigation Tree.

- **Clear Order/Serials**: Clears the order or serial records being displayed.

- **Clear Invoice**: Clears the invoice being displayed.

- **Full Screen**: Not used.
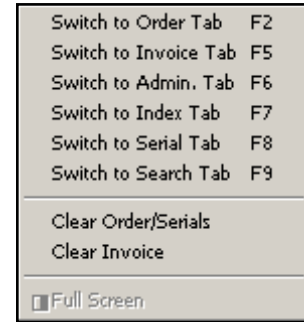
The Utilities Menu

- **Return Item from Routing Group**: Displays a window with options to check-in an item that was previously checked out to the group leader of a routing list.

- **Remove User from Routing Groups**: Displays a window with options to remove a user from every routing group of which the user is a member.

- **Item Process Status**: Displays a window with options to change the item process status of a selected group of items.
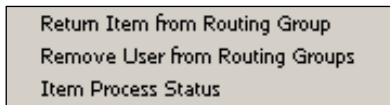
The Orders Menu

The Orders menu is used with acquisitions functions. Its functionality is described in the *LINCC Acquisitions* manual.

The Services Menu

- **Serials**: Includes several reports and services that can be used with managing serials, including Claim Letters and Reports, a Report of Routing Lists, the List of Serial Titles and Number of Arrived Issues, and the Bind Alert Report.
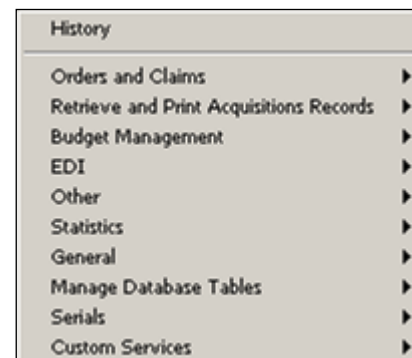
Lesson 3: Using the Serial Bar

The Serial bar allows a serial record to be retrieved by matching search parameters.

To use the Serial bar:

1. In the first field of the **Serial bar**, select a search type.
2. In the adjacent search field, enter the search term or number that corresponds to the selected search type.
3. Click the blue arrow.

The following search types are available in the Serial bar:
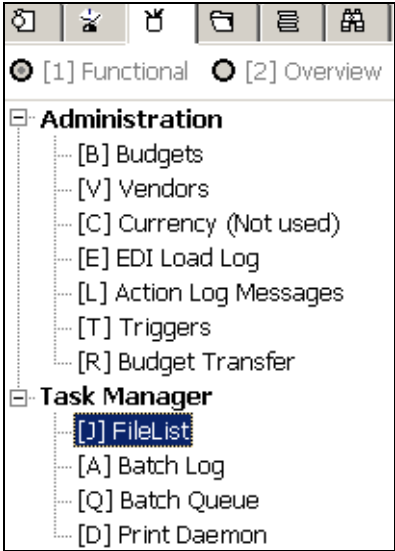
- **BIB Sys No.**: Used to locate a title with a subscription record by system number.

- **ADM Sys No.**: Used to locate a title with a subscription record by ADM number.

- **ISSN**: Used to search subscription records by ISSN number.

- **Title**: Used to perform a Common Command Language (CCL) search. The complete title must be entered in the second field. For example, "Journal of nursing care" must be entered in whole – not as a partial title. If the title is found, the Expected/Not Arrived list will be displayed. If more than one match to the term is entered, the message "Multiple matching records found. View in brief list?" will appear. Clicking Yes will display the titles in the Show node of the Search activity tab.

- **Issue Barcode**: Used to perform a numeric search of the barcode entered.

- **Order Number**: Used to search subscription records by their order number.

Lesson 4: Using Activity Tabs

The Acquisitions/Serials module contains six activity tabs, available above the Navigation Tree.

The information displayed in the upper and lower panes and the options in the Navigation Tree are determined by the selected activity tab. The activity tabs included in the Acquisitions/Serials module are the Order, Invoice, Administration, Order Search, Serial, and Search activity tabs. These tabs and the options available in the Navigation Tree are described in this lesson.

Icon	Description	View in Navigation Tree
	The **Order** activity tab is used to process an order.	(Used with acquisitions functions; functionality is described in the *LINCC Acquisitions* manual.)
	The **Invoice** activity tab is used to process an invoice.	(Used with acquisitions functions; functionality is described in the *LINCC Acquisitions* manual.)
	The **Administration** activity tab is used to work with budgets and vendors and access the Task manager.	
	The **Order Search** activity tab is used to access the Index List.	(Used with acquisitions functions; functionality is described in the *LINCC Acquisitions* manual.)

Icon	Description	View in Navigation Tree

	The **Serial** activity tab is used to work with serials.	⊙ [1] Functional O [2] Overview
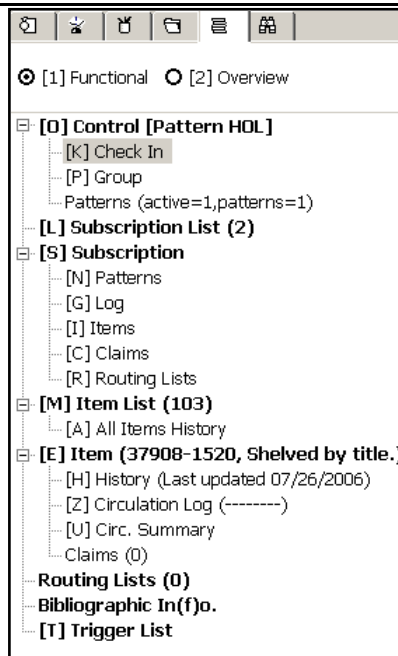		
		⊟ **[O] Control [Pattern HOL]**
		    [K] Check In
		    [P] Group
		    Patterns (active=1,patterns=1)
		  [L] Subscription List (2)
		⊟ **[S] Subscription**
		    [N] Patterns
		    [G] Log
		    [I] Items
		    [C] Claims
		    [R] Routing Lists
		⊟ **[M] Item List (103)**
		    [A] All Items History
		⊟ **[E] Item (37908-1520, Shelved by title.)**
		    [H] History (Last updated 07/26/2006)
		    [Z] Circulation Log (-------)
		    [U] Circ. Summary
		    Claims (0)
		  Routing Lists (0)
		  Bibliographic In(f)o.
		  [T] Trigger List

	The **Search** activity tab is used to perform Find and Browse searches for bibliographic records using a variety of parameters.	⊙ [1] Functional O [2] Overview
		
		⊟ **Search**
		    [F] Find
		    [B] Browse
		    [H] Show
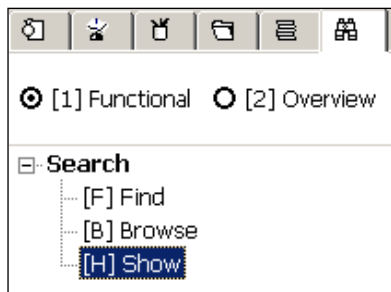
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Unit 2: Searching

Search capability is an integral part of the LINCC Library Management System and is fully integrated into the Circulation, Cataloging, Acquisitions/Serials, and Interlibrary Loan modules. The Search feature can be accessed from each of these modules by clicking the Search activity tab (the binoculars icon) in the Navigation Tree. Each module also offers module-specific search fields in option bars located below the Menu bar. Once the Search activity tab is selected, three nodes become available in the Navigation Tree: Find, Browse, and Show.
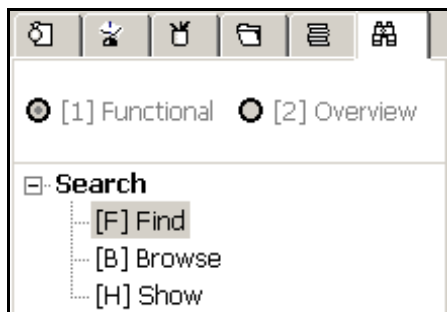
Lesson 1: Using Find for Keyword Searching

Keyword searching is usually the easiest and fastest method to find records in LINCC, especially when specific information, such as an ISBN or OCLC number, is used. Keyword searching is also useful when searching multiple fields, such as Author, Title, Publisher, and Publication Year. Keyword searching allows results to be limited to a particular format or publication year.

The Find node provides access to three types of Find keyword searches: Advanced Search, Multi-field Search, and Multi-base CCL Search. Advanced Search is the most commonly used keyword search. Multi-field and Multi-base CCL searches are described in Lesson 7.

To perform an Advanced Search:

1. Click the **Search** activity tab, and then select the **Find** node.

2. In the upper pane, click the **1. Advanced Search** tab.

3. The default database, visible in the Base field, is "LINCC BIB" – the main bibliographic database. To limit the search to a subset of LINCC, or to search another bibliographic database, click the arrow to the right of the **Base** field, and then make a selection from the list.

    The search can be limited to a particular institution (e.g., Manatee BIB) or to a particular sublibrary (e.g., MJC Bradenton BIB; MJC Venice BIB). Other available bases include the LINCC Authority File (LINCC AUT), the library's course reserves (e.g., Manatee CRS) and several external databases (e.g., Library of Congress bibliographic database, Library of Congress Authority file).

4. Click the arrow to the right of the first search field. A list of available search options will appear. The list is divided into three categories: basic word fields, numeric fields, and limiting fields. Select the field to be used for the search.

5. In the adjacent search field, enter search terms. If needed, use the remaining fields to narrow or broaden the search by defining additional criteria.

6. Click **OK**.

Search results will appear in the lower pane.

- If five or fewer records are found, the records are automatically displayed in the Show view.

- If more than five records are found, a summary of the search criteria will be displayed. To view the records, click **Show**.

All searches are saved until the module is closed. Individual searches can be deleted while the module is open by selecting the search summary in the list and then clicking Remove.

Lesson 2: Refining a Find Search

Any search can be refined. This is particularly useful if a search yields too many records to easily browse through. Refining a search can be accomplished either by restarting the existing search (using additional search fields and terms to narrow or broaden the search) or by using the Refine feature.

To refine a Find (keyword):

1. Perform a Find search. In the lower pane, select the appropriate search summary.

2. In the **Refine** section of the upper pane, click the arrow to the right of the **Field** search field. Select a field to be used to refine the search.

3. In the **Refine Query** field, enter a word or phrase, and then click **Refine**.

   - If five or fewer records are found, the records are automatically displayed in the Show view.

   - If more than five records are found, a summary of the search criteria will appear in the lower pane. To view the records, click **Show**.

Lesson 3: Navigating the Show View

The Show view, which lists the results of a particular search, consists of two panes: the upper pane, which lists all of the records in a brief, columnar display, and the lower pane, which gives a full display of a particular record in a variety of formats.

The Brief List

The upper pane of the Show view offers three options for viewing records: Brief List, My Records, and Brief Records. The most useful of these options is the Brief List, shown below.

In the 1. Brief List tab, a search field at the top of the upper pane displays the terms used to formulate the search. Information about how the results are sorted and which database was used is displayed below the Search field. A list of records appears in the main part of the pane, displaying the title, author, publication year, and location of each record.

The following options are available on the 1. Brief List tab:

- **Sort**: Sorts the records in the list. If the records are resorted, the information located below the search field will be updated.

- **Save As**: Saves a search as a list of sets. Rarely used.

- **Print/Send**: Prints the record. There are various ways to print the record, including MARC format, Citation, and Catalog Card. (The E-mail Record feature is not used.)

- **My Records**: Saves the selected record by moving it to the 2. My Records tab.

- **Jump To**: Used to browse for specific headings when the 1. Brief List tab contains a large number of records.

Lesson 4: Using the My Records Feature

The 2. My Records tab contains records that were saved during a search.
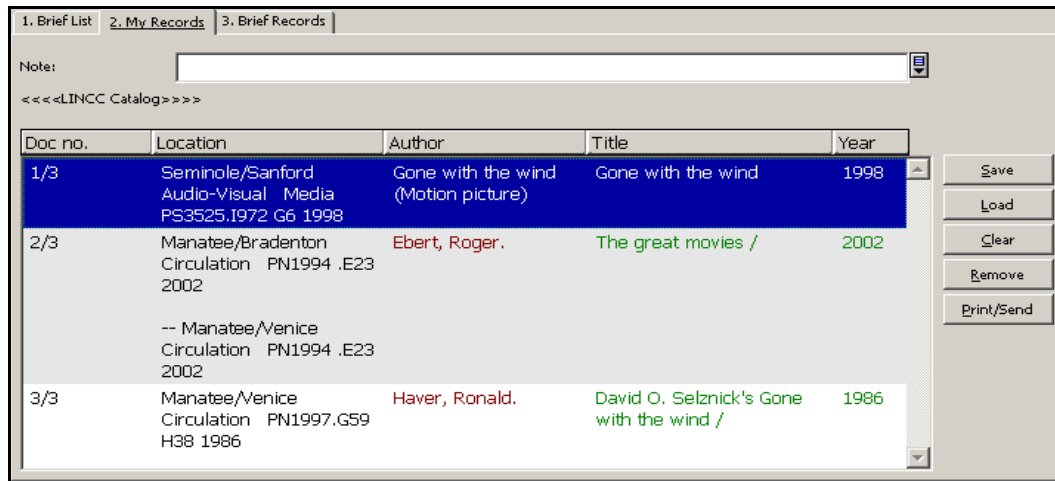
The following options are available on the 2. My Records tab:

- **Save**: Saves records displayed in the 2. My Records tab to the local computer. The file must be saved in *.xml* format.

- **Load**: Loads a saved file of records.

- **Clear**: Clears all records from the 2. My Records tab.

- **Remove**: Removes the selected record from the list.

- **Print/Send**: Prints the record. There are various ways to print the record, including MARC format, Citation, and Catalog Card. (The E-mail Record feature is not used.)

Lesson 5: Viewing the Full Record

In the Show view, the full record is visible in the lower pane when a single record is selected in the upper pane.
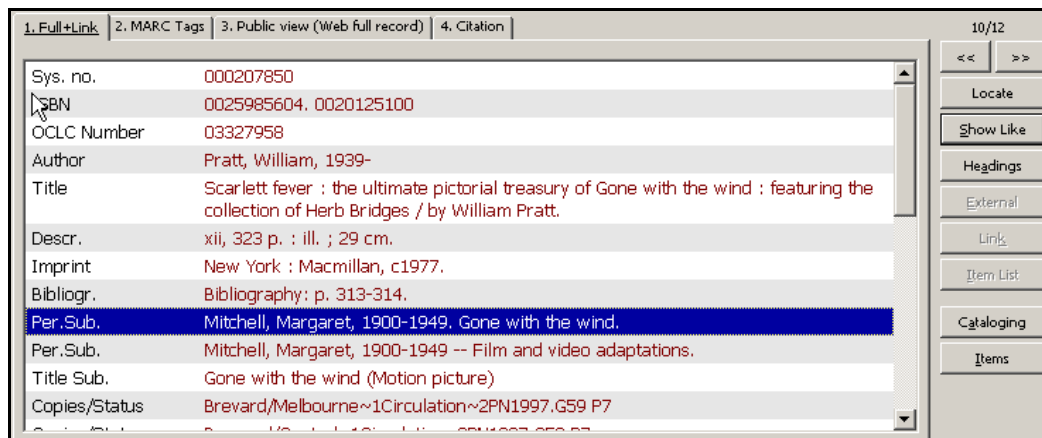
The tabs across the top of the lower pane allow the full record to be viewed in different ways:

- **Full+Link**: Displays the bibliographic record with field headings. This view also contains location information. This is the default view; all of the features in the full display work only in this view.

- **MARC Tags**: Displays the entire MARC record.

- **Public View**: Displays a view similar to the MARC Tags view with descriptions of each field rather than the tag number.

- **Citation**: Displays a bibliographic citation of the record.

The following options are available in the lower pane:

- To move to the next and previous records, use the $\boxed{<<}$ and $\boxed{>>}$ icons.

- **Locate**: Performs a rudimentary title search in the current or other databases.

- **Show Like**: Displays a brief list of other titles that match the selected subject or author field.

- **Headings**: Displays a browse list of headings when a subject or author field is selected.

- **External**, **Link**, **Item List**: Not used.

Lesson 6: Moving Records from the Show View

Once a record appears in the Show view, it can be "pushed" to other activity tabs within the module or to other modules.

To push a record to another activity tab within the same module:

- View the full record in the lower pane. Click the appropriate option to move the record. In the Acquisitions/Serials module, Orders and Serials are available options.

To push a record to another module:

1. View the full record in the lower pane.

2. In the **Navigation Tree**, click the **Search** activity tab, and then select **Overview**.
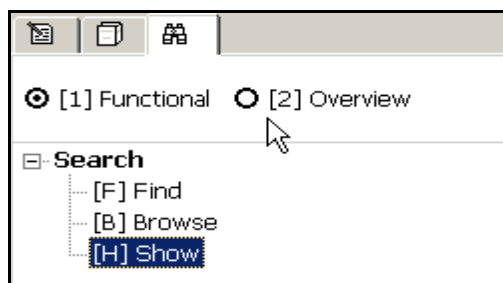
3.   The MARC Record will be displayed. To push the record to another module,
       click the corresponding module in the list of options to the right of the MARC
       record.

4.   To return to the Show view, in the **Navigation Tree**, select **Functional**.

Lesson 7: Using Multi-field and Multi-base CCL Search

Two additional Find keyword search methods are available in the Find node of the
Search activity tab: Multi-field Search and Multi-base CCL Search. These search
methods are not as useful as the Advanced Search, but can be beneficial.

To perform a Multi-field search:

1.   Select the **Find** node.

2.   In the upper pane, click the **Multi-field Search** tab.

3.   Click the arrow next to
       the **Base** field to view
       available options, and
       then select the database
       to be searched.

4.   Complete the
       appropriate search
       fields. If more than one
       field is used, the Boolean
       operator "AND" will be
       used to link the terms.

5.   Select or clear the
       Words Adjacent check
       box. If the check box is
       selected, the exact
       phrase(s) will be

       searched for and retrieved. If the check box is not selected, all words entered
       in the fields will be searched for and retrieved.

6.   Click **OK** to perform the search. Results will appear in the lower pane.

To perform a Multi-base CCL Search:

1. Select the **Find** node.

2. In the upper pane, click the **Multi-base CCL Search** tab.

3. Select one or more of the databases listed.

4. Select or clear the **Words Adjacent** check box. If the check box is selected, the exact phrase(s) will be searched for and retrieved. If the check box is not selected, all words entered in the fields will be searched for and retrieved.

5. In the **CCL Query** field, use Common Command Language (CCL) codes to enter a search string.

6. Click **OK**. The results of the search will appear in the lower pane.
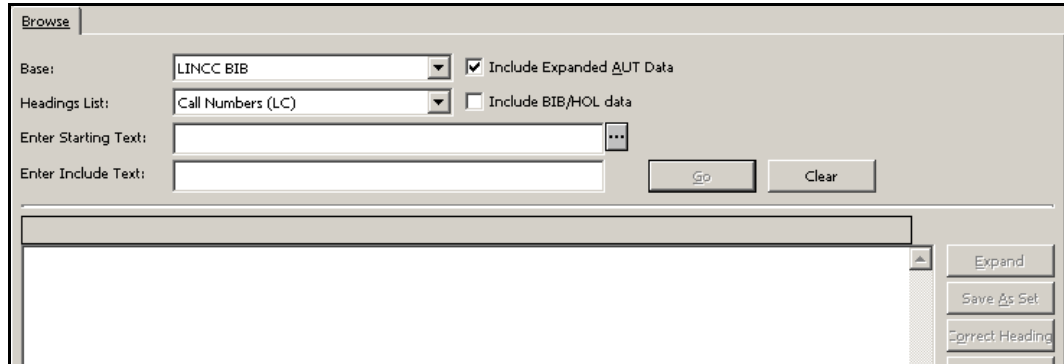
> **LINCC learn Note**
>
> For information on using Common Command Language searching in the LINCC client and the LINCCWeb catalog (OPAC), see CCLA's Library Staff Resources web page.

Lesson 8: Using Browse Searching

Browse searching is especially useful when searching for a specific title, author, or subject heading. Browse searching provides a list of headings that closely match the search term. Most external databases, including the Library of Congress, do not support browse searching.

To perform a Browse search:

1. Click the **Search** activity tab.

2. Select the **Browse** node.

3. Complete the following fields:

   - **Base**: Select the database to be searched.

   - **Headings List**: Select the appropriate heading.

   - **Enter Starting Text**: Enter a portion of the heading. The entire heading does not need to be entered since a list of headings that closely match the search terms will appear. The first few words of the heading should be sufficient.

   - **Include Expanded AUT Data**: If this check box is selected, any notes in authority records that appear in the list will be displayed.

   - **Include BIB/HOL Data**: If this check box is selected, each record will be listed along with the first library that has a holdings record attached. Typically, this is not useful for LINCC users.

4. Click **Go** to perform the search. A list of headings that closely match the search terms will appear.

When Browse searching, the search term or the heading that closely matches the search term, will appear *second* in the list of results. The first heading in the list is the heading that immediately precedes the search term. All headings below the second heading in the list are headings that fall after the search term. The number to the left of each row indicates how many records use the heading.

5. To view one or more records, select the heading(s) and click **Show**. The record(s) will appear in the Show view.

The following options are available in a Browse search:

- **Expand**: Displays the relevant headings associated with an authorized heading when a heading that has a related authority record is selected.

- **Save as Set**: When a single heading is selected, Save as Set saves this heading as a search, which will then appear in the Find node as a separate search.

- **Correct Heading**: Displays options to correct a heading in the database.

- **Correct Display**: Displays options to correct the way a heading is displayed in the database. This feature is very useful for correcting punctuation.

- **AUT Recheck**: When a heading with a related authority record is selected, AUT Recheck rechecks the database for all records with this heading.

- **Show**: Pushes records to the Show view.

- **Brief Recs**: Not used.

- **Catalog**: Pushes records from the Browse search to the Cataloging activity tab in the Cataloging module.

Lesson 9: Searching for a Serial Record

Searching for serials for which a college has holdings is easily accomplished by using the Serial bar, entering an ISSN in any search feature, or performing a Browse title search. A new abbreviated title search may also help locate serial titles.

To retrieve records using the Serial bar:

1. In the **Serial bar**, click the arrow next to the first field to view available options, and then select a search type (e.g., ISSN or Title).
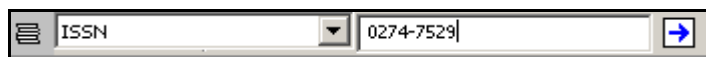
2. In the adjacent search field, enter the corresponding information and click the blue arrow. The record will be displayed in the Expected/Not Arrived tab in the upper pane.

When using the Serial bar to search by title, the message "Multiple matching records found. View in brief list?" may appear. If this occurs, click Yes, and then scroll through the results to find the desired title in the Brief List. Click Serials to push the title to the Serials activity tab. The 2. Expected/Not Arrived tab will be displayed. A title search for certain titles, such as *Scientific American* will produce a large number of matching records, so it is best to search by ISSN.

To retrieve records by Find search:

1. Select either the **Find** or **Browse** node. The Find node is used in the following steps.

2. Click the **Advanced Search** tab. In the **Base** field, select the appropriate database.

3. In the first search field, select **ISSN (hyphen)**. A hyphen is required.

4. In the adjacent search field, enter the **ISSN** number.

5. Click **OK**. If a bibliographic record exists, it will be retrieved and bibliographic data will be displayed in the lower pane.
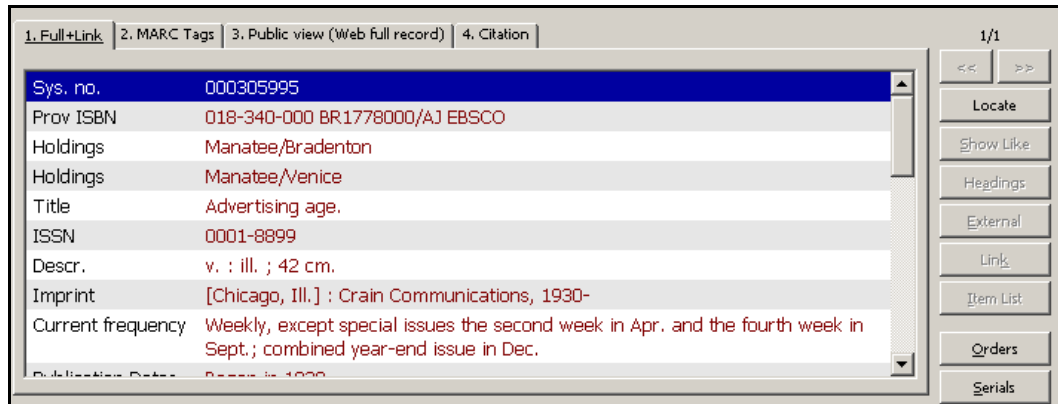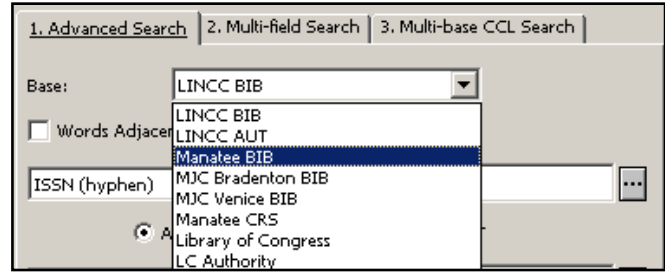
6. Click **Serials**. The record will be pushed to the Serials activity tab and the Expected/Not Arrived issues list will be displayed in the upper pane. If the list is not displayed automatically, select the **Check In** node to view the list.
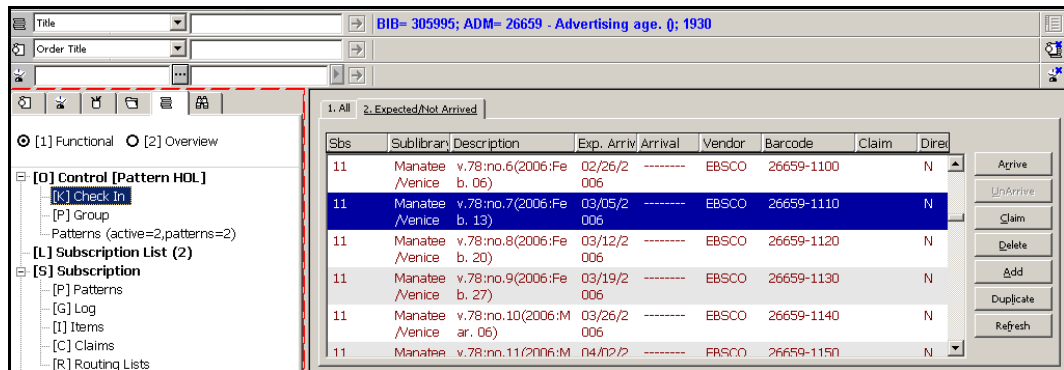
To retrieve records by Browse search:

1. Select the **Browse** node to search by title or partial title.

2. In the upper pane, click the **Browse** tab and complete the following fields:

   ▪ **Base**: Select the appropriate database.

   ▪ **Headings List**: Select Title.

   ▪ **Enter Starting Text**: Enter the search term.
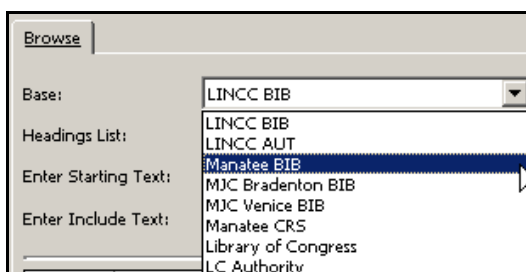
3. Click **Go**. The results will be displayed in the lower pane. Note that serial titles are frequently listed in the format: *title (publisher)*. In the browse list shown below, the listings for Discover and Discover (Chicago, Ill.) point to the same record.
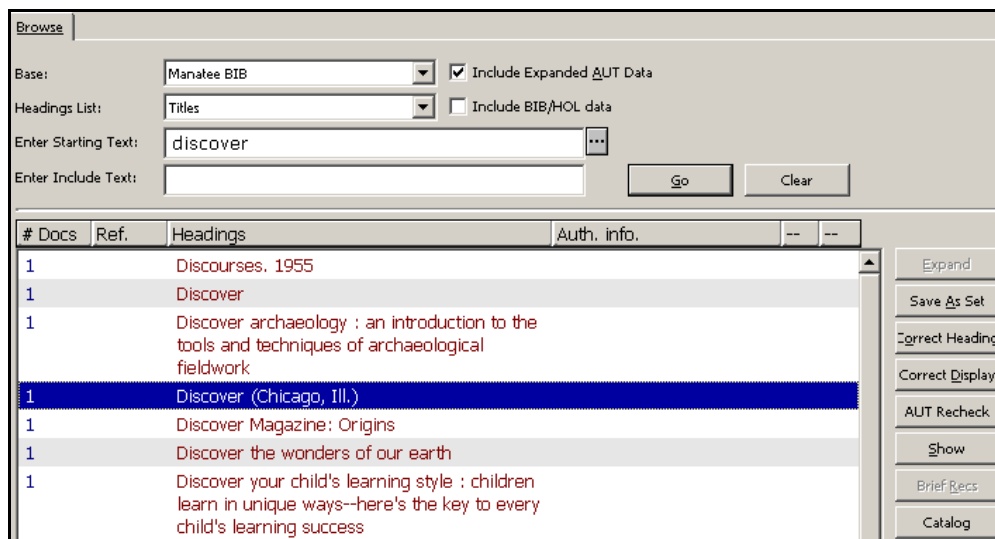
4. In the lower pane, select a title and click **Show**. The record will be displayed in the Show view.

5. Click **Serials** to push the title to the Serials activity tab.

Abbreviated Title (4321) Search

A Find search will perform a keyword search of the database, and will usually retrieve a larger number of records than needed. An alternate Find search feature for serials, called Abbreviated Title (4321), offers another option to search for serials by title.

Abbreviated Title (4321) search terms should be entered with no spaces, as follows:

- First four letters of the title's first word.

- First three letters of the title's second word.

- First two letters of the title's third word.

- First letter of the title's fourth word.

Stop words are: the, a, and, to, from, an, le, la, un, una, and gli. Do not enter these words.

For example, to find "The Washington Post" using an Abbreviated Title (4321) search, enter *washpos* not *thewaspo*.

To retrieve records by Abbreviated Title (4321):

1. Select the **Find** node.

2. In the **Base** field, select the appropriate database.

3. In the first search field, select **Abbreviated Title (4321)**.

4. In the adjacent search field, enter the search term. In this example, "scieame" has been entered for the title *Scientific American*.

5. Click **OK**. The record(s) will be displayed.

6. Click **Serials** to push the title to the Serials activity tab.

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Unit 3: Managing Check-In

The items that will be generated by the prediction pattern for check-in are opened from the Acquisitions/Serials module. The Serial bar displays brief bibliographic information about the retrieved title.

Lesson 1: Using the Control List

The Control List enables the items listed in the upper pane of the Check In node to be limited to one sublibrary, rather than all sublibraries. To use the Control List, a periodical title must already be retrieved and displayed. Settings made to the Control List do not apply to the Group node.

To use the Control List:

1. Search for and retrieve a title.

2. Select the **Control [Pattern NOL]** node.

3. A list of sublibraries will be displayed; All is selected by default. Select a specific sublibrary or multiple sublibraries to limit the items list in the Check In node to items for the selected sublibrary or sublibraries. (The sublibrary or sublibraries will remain selected until it is changed.)
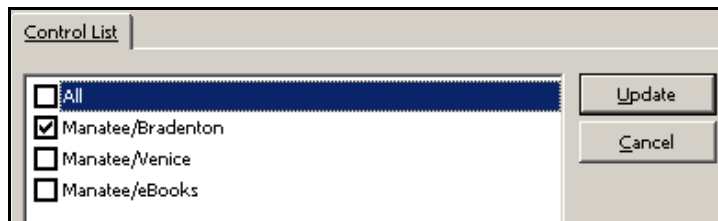
4. Click **Update**.

Lesson 2: Managing Periodicals Check-in

Issues can be checked-in through the Check In node and through the Group node. The Check In node displays a list of serial item records. The Group node displays groups of items. Either node can be used for arriving issues, unarriving issues, deleting issues, adding issues that are not predicted, or duplicating issues. The Check In node is used for claiming individual issues.

> LINCC can be configured so that arriving an issue causes a change in the item process status of a previously arrived issue of the same subscription. For example, the issue checked in could assume an item process status of NW and the item process status of the issue previously checked in could be automatically changed from NW to blank. This would enable to the library to define separate circulation policies for these items. Activating this feature requires the submission of a Policy File Change Request to the CCLA Service Desk.

Check In Node: Upper Pane - Tab 1. All

The 1. All tab lists all issues, regardless of whether they are checked-in. The issue selected by default is the one for which the Expected Arrival Date is closest to the current date.

Sbs	Sublibrary	Description	Exp. Arriv	Arrival	Vendor	Barcode	Claim	Direc
11	Manatee /Venice	v.78:no.8(2006:Feb. 20)	03/12/2006	03/09/2006	EBSCO	26659-1120	03/09/2006	N
11	Manatee /Venice	v.78:no.9(2006:Feb. 27)	03/19/2006	--------	EBSCO	26659-1130		N
11	Manatee /Venice	v.78:no.10(2006:Mar. 06)	03/26/2006	03/21/2006	EBSCO	26659-1140		N
11	Manatee /Venice	v.78:no.11(2006:Mar. 13)	04/02/2006	--------	EBSCO	26659-1150		N
11	Manatee	v.78:no.12(2006:M	04/09/2	--------	EBSCO	26659-1160		N

Sort Options: Hol./Desc./Library/Collection

Buttons: Arrive, UnArrive, Claim, Delete, Add, Duplicate, Refresh

Check In Node: Upper Pane - Tab 2. Expected/Not Arrived

The 2. Expected/Not Arrived tab lists issues in ascending order, with the most current issues at the end of the list. If more than one sublibrary is viewed, issues are listed in order by description, regardless of sublibrary. The issue selected by default is the one for which the Expected Arrival Date is closest to the current date.

Sbs	Sublibrary	Description	Exp. Arriv	Arrival	Vendor	Barcode	Claim	Dired
10	Manatee /Bradenton	v.78:no.11(2006:Mar. 13)	03/18/2006	--------	EBSCO	26659-2190		N
11	Manatee /Venice	v.78:no.9(2006:Feb. 27)	03/19/2006	--------	EBSCO	26659-1130		N
10	Manatee /Bradenton	v.78:no.12(2006:Mar. 20)	03/25/2006	--------	EBSCO	26659-2200		N
10	Manatee /Bradenton	v.78:no.13(2006:Mar. 27)	04/01/2006	--------	EBSCO	26659-2210		N

Buttons: Arrive, UnArrive, Claim, Delete, Add, Duplicate, Refresh

Check In Node: Lower Pane - Tab 1. Info List

The 1. Info List tab provides a summary of item information and brief bibliographic information associated with the issue selected in the upper pane.

Tabs: 1. Info List | 2. Arrival Form | 3. Serial Levels

Sub-tabs: Item | Bib Info

Doc Number (Item Sequence)	26659 113.0
Item Sublibrary	Manatee/Venice
Item Collection	Periodicals
Item Description	v.78:no.9(2006:Feb. 27)
Item Status	Has Not Arrived
Item Barcode	26659-1130
Item Copy No.	11
Last return date	
Last return hour	
Last return station	

Check In Node: Lower Pane - Tab 2. Arrival Form

The 2. Arrival Form tab is used to record receipt of an issue.

The following fields and options are available on the 2. Arrival Form tab:

- **Check-in Note**: Used to display the Check-in Note recorded in the corresponding subscription.

- **Description**: A text field used to describe the specific item.

- **Arrival Date**: The date the item was arrived.

- **Sublibrary**: The campus where the item will reside.

- **Collection**: The collection where the item will reside.

- **HOL Link**: The number of the holdings record that this item is linked to.

- **Pages**: Not used.

- **Call Number Type/Call Number**: The classification type used to shelve the item. The call number should be entered in the second field as subfield h and subfield i (e.g., E173.O43 could be entered as $$hE173.O43 or as $$hE173$$iO43).

- **Temp. Loc.**: If this check box is selected, the system will allow changes on the item record that will not be updated by the holdings record. For example, to manually put an item on reserve, select this check box and change the collection. When the item is ready to go back to its regular collection, clear the check box and the item record will be updated when the holdings record is updated or refreshed.

- **2nd Call Number Type/Call Number**: This field is used to enter a secondary classification type and call number, if needed. Information should be entered in the same manner as the Call Number Type/Call Number field.

- **OPAC Note**: The text entered in this field will appear in the LINCCWeb catalog (catalog).

- **Internal Note**: The text entered in this field will appear only on this form.

- **Barcode**: The barcode number assigned to the item either by the system or by library staff. For periodicals, a dummy barcode will be assigned to each item opened.

- **Item Status**: The status code for the item. The system will automatically enter the item status included on the subscription record.

- **Item Process Status**: The process status of the item. Unarrived issues automatically receive the item process status NA (Not Arrived) as soon as the items are opened. Once the issues are arrived, the field becomes blank.

- **85X Type**: The prediction pattern (853, 854, or 855).

- **Break Indicator**: The type of break reflected by the issue: blank (irrelevant), g (gap), or n (non-gap).

- **Material Type**: The material type code for the item. Periodicals are automatically assigned the material type code ISSUE.

- **85X Link**: This field refers to the data in subfield 8 of the 853, 854, and 855 fields in the holdings record. If no subfield 8 exists, a 0 will be displayed.

- **Issue Date**: The date of the issue, as indicated in subfield 3 of the holdings record.

- **Exp. Arrival Date**: The expected arrival date of the issue. Automatically calculated by adding the date entered in subfield 3 as the start date with the days entered in the First Claim field on the subscription record.

Check In Node: Lower Pane - Tab 3. Serial Levels

The 3. Serial Levels tab provides a way to change the enumeration and/or chronology of the issue being arrived. For a more detailed description of serial levels, refer to Unit 6.

The following fields and options are available on the 2. Arrival Form tab:

- **Enum.Level.1 (A) (v.)**: Refers to subfield a in the holdings record. Reflects the top level enumeration, such as volume. Top level enumeration may also be values, such as year or number.

- **Enum.Level.2 (B)(no.)**: Refers to subfield b in the holdings record. Reflects the second level enumeration, such as number. Second level enumeration may also be other values or may be blank.

- **Enum.Level.3 (C)(pt.)**: Refers to subfield c in the holdings record. Reflects the third level of enumeration, such as part. Third level enumeration may also be other values or may be blank.

- **Enum.Level.4 (D)**: Refers to subfield d in the holdings record. Reflects the fourth level of enumeration and is usually blank.

- **Enum.Level.5 (E)**: Refers to subfield e in the holdings record. Reflects the fifth level of enumeration and is usually blank.

- **Enum.Level.6 (F)**: Refers to subfield f in the holdings record. Reflects the sixth level of enumeration and is usually blank.

- **Alt. Enum.1 (G)**: Refers to subfield g in the holdings record. Reflects alternative enumeration and is usually blank.

- **Alt. Enum.2 (H)**: Refers to subfield h in the holdings record. Reflects alternative enumeration and is usually blank.

- **Chron.Level.1 (I)(Year)**: Refers to subfield i in the holdings record. Reflects the top level chronology, such as year. Top level chronology may also be other values, such as month or season.

- **Chron.Level.2 (J)(mo.)**: Refers to subfield j in the holdings record. Reflects the second level of chronology, such as month. Second level chronology may also be other values or may be blank.

- **Chron.Level.3 (K)(day)**: Refers to subfield k in the holdings record. Reflects the third level of chronology, such as day. Third level chronology may be blank.

- **Chron.Level.4 (L)**: Refers to subfield l in the holdings record. Reflects the fourth level of chronology and is usually blank.

- **Alt.Chron.(M)**: Refers to subfield m in the holdings record. Reflects alternative chronology and is usually blank.

- **Supp. Index (O)**: Refers to subfield o in the holdings record. Reflects whether the issue is a supplement or an index.

- **Description**: Refers to the enumeration and chronology which together describe the item.

To arrive items using the Expected/Not Arrived list:

1. Retrieve a title.

2. In the upper pane, select the **2. Expected/Not Arrived** tab.

3. Select the issue to be checked-in, and then click **Arrive**.

4. Verify that the information in the lower pane's **2. Arrival Form** tab is correct.

5. Click **Arrive**.

Multiple items can be arrived (or deleted) at the same time. If lines are next to one another, hold the SHIFT key while selecting lines (or click and drag over appropriate lines). If lines are not next to one another, hold down the CTRL key while selecting lines.
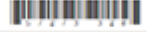
To arrive items using the List of Issues Expected to Arrive

1. Print the List of Issues Expected to Arrive report. (For information on running the report, refer to Unit 11.)

02/27/2009 serial-expected-arrival-00			**List of Issues Expected To Arrive** In the period of: 03/01/2009 until 03/31/2009		
Title	Collection	ISSN	Barcode	Description	Expected Arrival Date
ARTnews.	Periodicals	0004-3273		v.108:no.3(2009:Mar.)	03/15/2009
American scientist.	Periodicals	0003-0996		v.97:no.2(2009:Mar./Apr.)	03/31/2009
Architectural digest.	Periodicals	0003-8520		v.66:no.3(2009:Mar.)	03/15/2009
Astronomy.	Periodicals	0091-6358		v.37:no.3(2009:Mar.)	03/15/2009
Audubon.	Periodicals	0097-7136		v.111:no.2(2009:Mar./Apr.)	03/31/2009

2. In the **Serial Search** bar, choose **Issue Barcode** as the type of search.

3. Click in the search box to allow it to become the active field.

4. Scan the barcode of the issue to be checked in.

5. In the upper pane, click **Arrive**.

6. In the lower pane, click the **2. Arrival Form** tab and verify that the information is correct.

7. Click **Arrive**.

To unarrive an item:

1. In the upper pane, click the **1. All** tab, and then select the issue(s) to be unarrived.

2. Click **UnArrive**. The issue's arrival date will be removed and the issue will be displayed in the 2. Expected/Not Arrived tab.

To delete issues:

1. In the upper pane, select the issues(s) to be deleted and click **Delete**.

2. When prompted to confirm the deletion, click **Yes**. The deleted issues(s) will no longer be listed in the upper pane.

To modify an issue from the Check In node:

1. In the upper pane, select the issue to be modified.

2. In the lower pane, click the **3. Serial Levels** tab and edit fields as necessary (e.g., Chron.Level.3 (K)(day)). (To change the **Description** field, delete the contents of the field after making other changes. The correct information will be added to the field when the record is saved.)

3. Click **Update**. The new information will be displayed in the upper pane.

To check-in extra or unexpected issues:

1. Retrieve a title. In the upper pane, click the **1. All** tab and select the issue immediately preceding the unexpected issue.

2. Click **Duplicate**.

3. In the lower pane, click the **2. Arrival Form** tab and edit the **Arrival Date**, **Issue Date**, and **Expected Arrival Date** fields.

4. Click the **3. Serial Levels** tab and edit the following fields as necessary:

   ▪ **Enum.Level.1(A)(v.)**, **Enum.Level.2(B)(no.)**, **Chron.Level.2(J)(mo.)** and/or **Chron.Level.3(K)(day)**: Enter the month and/or day on which the issue was published.

   ▪ **Description**: Delete the information in this field.

5. Click **Add** to create the item.

6. Check-in the item if necessary.

To check-in a supplement or index:

1. Retrieve a title.

2. Duplicate the issue the supplement came with.

3. In the lower pane, click the **3. Serial Levels** tab. In the **Supp. Index (O)** field, enter **Supplement**, or another appropriate descriptor.

4. Delete the description.

5. Click **Add**. The description will reappear preceded by the word "Supplement."

6. Check-in the item.

Group Node: Upper Pane - Tab 1. All Items

The 1. All Items tab displays a summary for all items that share the same enumeration and chronology. It displays four basic elements: No. Items, Arrived, Expected, and Description.

Group Node: Upper Pane - Tab 2. Sublibrary Groups

The 2. Sublibrary Groups tab includes the four basic elements on the 1. All Items tab, and adds Sublibrary.

Group Node: Upper Pane - Tab 3. Sublibrary/Collection Groups

| | 1. All Items | 2. Sublibrary Groups | 3. Sublibrary/Collection Groups | 4. Vendor/Sublibrary | 5. Vendor Groups | |

No. Items.	Arrived	Expected	Desc.	Sublibrary	Coll.	
1	1	0	v.79:no.46(2008:Nov. 17)	Brevard/Titusville	Periodicals	
1	1	0	v.79:no.47(2008:Nov. 24)	Brevard/Titusville	Periodicals	
1	1	0	v.79:no.47b(2008:Nov. 24)	Brevard/Titusville	Periodicals	
1	0	1	v.79:no.48(2008:Dec. 01)	Brevard/Titusville	Periodicals	
1	0	1	v.79:no.49(2008:Dec. 08)	Brevard/Titusville	Periodicals	
1	0	1	v.79:no.50(2008:Dec. 15)	Brevard/Titusville	Periodicals	
1	0	1	v.79:no.51(2008:Dec. 22)	Brevard/Titusville	Periodicals	

Buttons: Arrive, UnArrive, Merge, Delete, Add, Duplicate

Sort Options: Hol./Desc./Library/Collection

The 3. Sublibrary/Collection Groups tab includes the four basic elements on the 1. All Items tab, and adds Sublibrary and Collection.

Group Node: Upper Pane - Tab 4. Vendor/Sublibrary

| | 1. All Items | 2. Sublibrary Groups | 3. Sublibrary/Collection Groups | 4. Vendor/Sublibrary | 5. Vendor Groups | |

No. Item	Arrived	Expected	Desc.	Vendor	Sublibrary	
1	1	0	v.79:no.46(2008:Nov. 17)	PERIODICAL DONATIONS	Brevard/Titusville	
1	1	0	v.79:no.47(2008:Nov. 24)	PERIODICAL DONATIONS	Brevard/Titusville	
1	1	0	v.79:no.47b(2008:Nov. 24)	PERIODICAL DONATIONS	Brevard/Titusville	
1	0	1	v.79:no.48(2008:Dec. 01)	PERIODICAL DONATIONS	Brevard/Titusville	
1	0	1	v.79:no.49(2008:Dec. 08)	PERIODICAL DONATIONS	Brevard/Titusville	
1	0	1	v.79:no.50(2008:Dec. 15)	PERIODICAL DONATIONS	Brevard/Titusville	
1	0	1	v.79:no.51(2008:Dec. 22)	PERIODICAL DONATIONS	Brevard/Titusville	

Buttons: Arrive, UnArrive, Merge, Delete, Add, Duplicate

Sort Options: Hol./Desc./Library/Collection

The 4. Vendor/Sublibrary tab includes the four basic elements on the 1. All Items tab, and adds Vendor and Sublibrary.

Group Node: Upper Pane - Tab 5. Vendor Groups

| | 1. All Items | 2. Sublibrary Groups | 3. Sublibrary/Collection Groups | 4. Vendor/Sublibrary | 5. Vendor Groups | |

No. Items.	Arrived	Expected	Desc.	Vendor	
1	1	0	v.79:no.46(2008:Nov. 17)	PERIODICAL DONATIONS	
1	1	0	v.79:no.47(2008:Nov. 24)	PERIODICAL DONATIONS	
1	1	0	v.79:no.47b(2008:Nov. 24)	PERIODICAL DONATIONS	
1	0	1	v.79:no.48(2008:Dec. 01)	PERIODICAL DONATIONS	
1	0	1	v.79:no.49(2008:Dec. 08)	PERIODICAL DONATIONS	
1	0	1	v.79:no.50(2008:Dec. 15)	PERIODICAL DONATIONS	
1	0	1	v.79:no.51(2008:Dec. 22)	PERIODICAL DONATIONS	

Buttons: Arrive, UnArrive, Merge, Delete, Add, Duplicate

Sort Options: Hol./Desc./Library/Collection

The 5. Vendor Groups tabs displays one line for all items that share the same enumeration, chronology and vendor.

Group Node: Lower Pane - Tab 1. Information

The 1. Information tab provides general item-related information about the group of items selected in the upper pane. The left and right arrows can be used to move between issues.

Group Node: Lower Pane - Tab 2. Enumeration/Chronological

The 2. Enumeration/Chronological tab describes the publication pattern of the periodical. This tab displays the same information about the selected title as the 3. Serial Levels tab in the Check In node.

To check-in using the Group node:

1.   Search for and retrieve a title.

2.   Select the **Group** node. In the upper pane, click the appropriate tab (e.g., the 1. All tab), and select a line.

3.   Click **Arrive**. The Check-in List will appear.

4.   Click **Arrive**. The next item in the group will be displayed. Click **Arrive** or **Skip**.

To modify an issue from the Group node:

1.   Retrieve a title.

2.   Select the **Group** node.

3.   In the lower pane, click the tab containing the information to be changed and make any necessary changes. A check mark will appear in the check box next to the fields that have been changed. (If changing data in the 2. Enumeration/Chronological tab, delete the description information so it can be updated by the system when the record is updated).

4.   Click **Update**. If more than one item is in a group, all items will be changed.

Lesson 3: Opening Items for Check-in

Items representing each issue of a serial are opened each year from the Acquisitions/Serials module, based on the pattern stored in the holdings record. A year's worth of issues will open. Since serials are known to change pattern from year to year, the expected issues should be verified before any items are opened each year. Changes to the pattern can be made using templates in the Acquisitions/Serials module.

To verify expected items in the Acquisitions/Serials module:

1.   Search for and retrieve a title.

2.   Select the **Subscription List** node, and then select the appropriate subscription record.

3.   Select the **[N] Patterns** node.

4. In the upper pane, click the **2. 85xX** tab.

5. In the lower pane, click the **5. Expected Schedule** tab, and then click **Open Items** to open the issues displayed.

To open items for check-in from the Subscription List node:

1. Search for and retrieve a title. The title must first have a holdings record containing a pattern.

2. Select the **Subscription List** node.

3. In the upper pane, click **Open All**. The issues are visible in the 2. Expected/Not Arrived tab of the Check-in node. The next set of expected issues is visible in the 5. Expected Schedule tab of the [P] Patterns node.

Unit 4: Creating Subscription Records

The subscription record contains information relevant to a specific subscription. Each subscription may be for a different sublibrary or collection, and also may have different coverage dates.

Each subscription is linked to a holdings record. All items (issues) created from the subscription will be linked to the same holdings record and updated when the holdings record is updated. The subscription record is used for check-in and claiming purposes.

A subscription must be present for currently received titles if they are to be checked in. For titles that are no longer received, the system only requires a holdings record to display summary holdings. Once the holdings record is created and saved, the subscription can be deleted. For certain CCLA-generated reports, it is necessary to keep the subscription record in the system.

Lesson 1: Using the Subscription Information Form

This lesson provides a closer look at the functions and various elements of the subscription record. Mandatory fields on the subscription form are marked with an asterisk. In addition, some fields can be customized by college.

The subscription information form in the lower pane corresponds to an individual subscription selected in the upper pane. It defines how the system should treat the items when they are opened and arrived. For example, the Item Status and Collection identified in the subscription will carry over to each item.

> LINCC can be configured so that updating the Vendor Code, Vendor Reference, Delivery Type, and Subscription Start/End Date fields in the Vendor Information tab of a serial order record will update the same fields in the order's attached subscription record. Activating this feature requires the submission of a Policy File Change Request to the CCLA Service Desk.

Subscription List Node: Upper Pane - Tab 1. Subscription List

A college may have more than one subscription for a title (e.g., one copy for each campus). The Subscription List tab in the upper pane lists subscriptions entered for each of the sublibraries. The information displayed in the lower pane corresponds to the subscription selected in the upper pane. Brief bibliographic information about the title will be displayed in the Serial bar.

The following options are available on the Subscriptions List tab:

- **Delete**: Deletes a subscription from the list. Subscriptions cannot be deleted if associated item records exist.

- **Add**: Adds a new subscription to the list.

- **Duplicate**: Duplicates an existing subscription's details so that a new subscription can be created. If the original subscription is linked to a holdings record, then the Sublibrary and Collection fields of the duplicated record are overridden by the information recorded in the holdings record.

- **Print**: Produces a print preview of the subscription details.

- **Open All**: Opens a new cycle of expected items for the subscription that is selected. Items will be opened according to the pattern stored in the holdings record, for a period starting with the date entered in 853X subfield 3.

Subscription List Node: Lower Pane - Tab 1. Info List

When a subscription has been created, details will be displayed on the 1. Info. List tab.
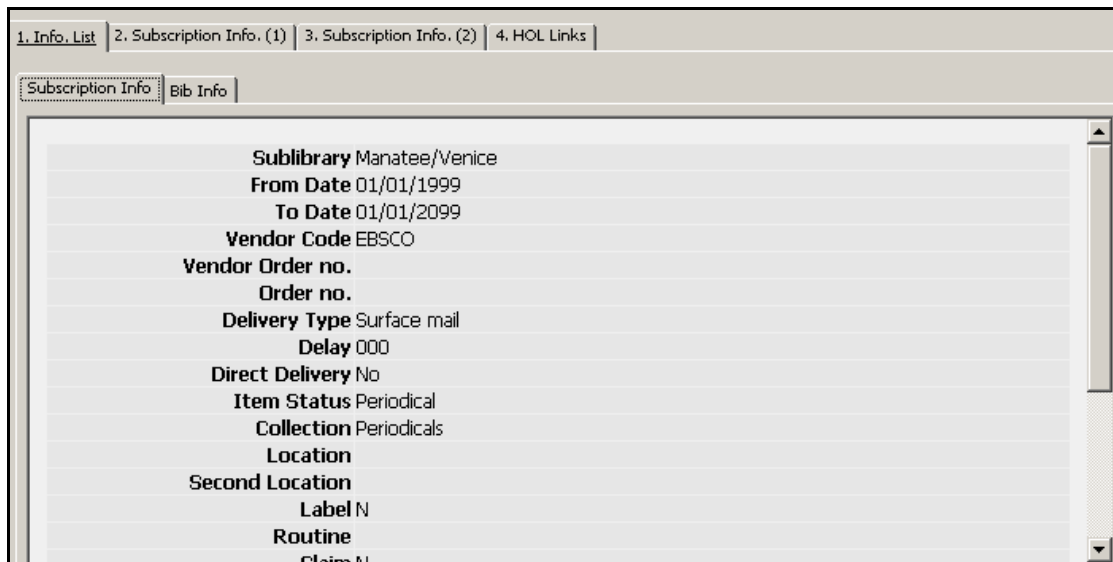
Subscription List Node: Lower Pane - Tab 2. Subscription Info. (1)
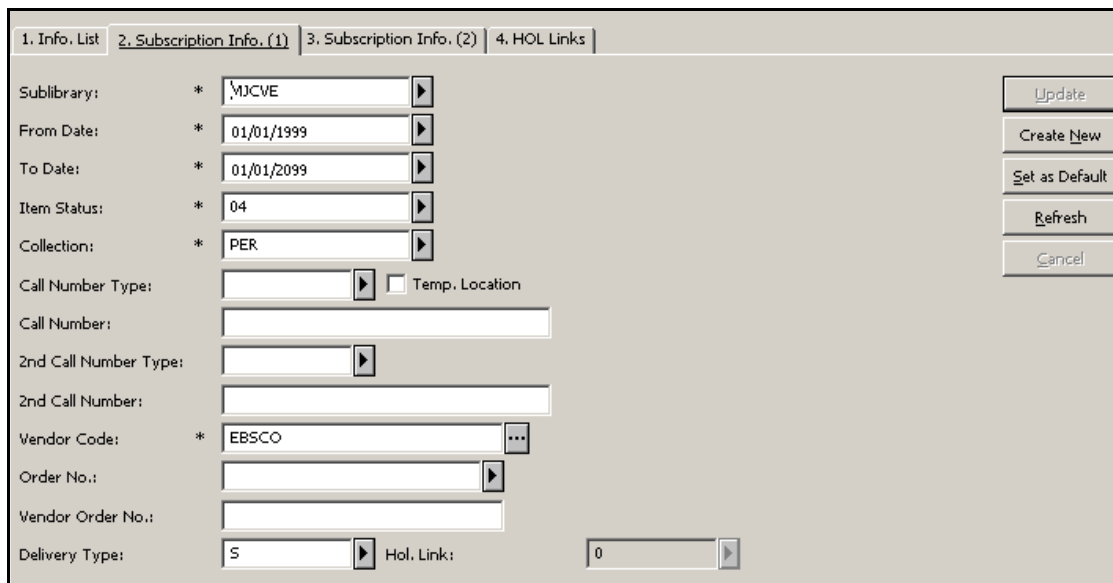
The following fields and options are available on the 2. Subscription Info (1) tab:

- **Sublibrary**: (Mandatory) The sublibrary to which the subscription of the serial should be assigned.

- **From Date/To Date**: (Mandatory) The dates between which the subscription is valid. Only issues with an issue date between these dates will be opened.

- **Item Status**: (Mandatory) The item status that will be assigned to the subscription and all attached items. In most cases, the Item Status will be 04 (Periodical).

- **Collection**: (Mandatory) The collection to which this subscription should be assigned. In most cases, the collection will be PER (Periodicals).

- **Call Number Type**: The type of call number the library uses to arrange this title on the shelf. Generally this will be by title. It will be updated automatically based on data entered in the first indicator in the 852 field of the holdings record.

- **Temp Location**: Used to indicate a temporary location for the subscription and all attached items.

- **Call Number**: The call number that will be assigned to every item record created for the subscription. It will be updated automatically by the call number in the 852 field of the holdings record.

- **2nd Call Number Type**: A second call number type. This field is not controlled by the holdings record.

- **2nd Call Number**: A second call number. This field is not controlled by the holdings record.

- **Vendor Code**: (Mandatory) The code corresponding to the vendor that supplies the subscription.

- **Order Number**: The system-assigned order number of any orders that were created for this title.

- **Vendor Order No**: The order number for this subscription assigned by the vendor.

- **Delivery Type**: The method of delivery by which the subscription is delivered to the library. This field will be completed automatically when a vendor code is selected and the form is updated.

- **HOL Link**: The holdings record to which the subscription is linked.

- **Update**: Saves changes to a new or existing subscription.

- **Create New**: Reassigns an existing subscription to another vendor or sublibrary. Used to update an existing subscription; not used to add a new subscription.

- **Set as Default**: Saves the values that appear in certain fields so they will appear in each newly added subscription record. Default values can be deleted by clicking Delete Subscription Defaults on the ALEPH menu.

- **Refresh**: Refreshes the Subscription Information form with new data, but does not save changes.

- **Cancel**: Cancels the current action.

> The Call Number Type and Call Number fields will be updated automatically based on the first indicator in the 852 field of the holdings record. Ignore the data that is initially filled in. This data is being pulled from the bibliographic record and will be overwritten once the holdings record is created.

Subscription List Node: Lower Pane - Tab 3. Subscription Info. (2)

The following fields and options are available on the 3. Subscription Info. (2) tab:

- **Patron ID**: The identification number of the patron for whom the subscription was purchased.

- **Deliver Directly**: Used to indicate whether each newly published issue should be sent directly to the person identified in the Patron ID field. Item records will not be created.

- **Print Label**: Used to indicate that labels should be printed. A label will be printed automatically when the arrival of an issue is registered.

- **Send Claims**: (Mandatory) Used to indicate whether or not claims will be made automatically. The default is No.

    - If Yes is selected, claims for late items will be included in the batch claim letters that are printed using the Print Claims service.

    - If No is selected, claims for late items will not be included in the batch claim letters that are printed using the Print Claims service.

    - If Irregular is selected, claim letters are not automatically sent. Separate claim reports are produced for each option.

- **First Claim**: The number of days from an issue's publication date that issues normally arrive in the library. The number of days entered creates the Expected Date of Arrival. The issue's publication date is the date entered in 853X subfield 3 in the holdings record. The system will add the number of days entered in the first claim field to the date in 853X subfield 3 to create the expected date of arrival of each issue. The expected date of arrival also serves as the first claim date. Suggested claim intervals are provided in Appendix C.

- **Second Claim**: The number of days after the First Claim that a Second Claim should be sent to the vendor.

- **Third Claim**: The number of days after the Second Claim that a Third Claim should be sent to the vendor.

- **Subsequent Claim**: The number of days after the Third Claim that a subsequent claim should be sent to the vendor.

- **Discard/Binding**: The discard or binding procedures for the subscription.

- **Note**: A note (up to 100 characters) for internal use.

- **Check-in Note**: A note that will be displayed when an item is checked-in.

- **Item Statistic**: Data in this field is for information and reporting purposes only. The value entered populates the same field in the items that are opened.

> The Item Statistic field can be useful for a variety of information and reporting needs. For instance, if a college utilizes program codes (e.g., 21 for Nursing), the codes can be listed in a customized drop-down list on the 3. Subscription Info (2) tab in the Subscription List node. Reports of the number of items per program code can be generated later.

- **Copy ID**: The ID number for the specific copy/subscription, if applicable. The value entered in this field populates the same field in the items that are opened.

- **Remote Storage ID**: Not used.

- **Update**: Saves changes to a new or existing subscription.

- **Create New**: Reassigns an existing subscription to another vendor or sublibrary. Used when updating an existing subscription; not used to add a new subscription.

- **Set as Default**: Saves the values that appear in certain fields so that they will appear in each new Subscription record added. Default values can be deleted by clicking Delete Subscription Defaults on the ALEPH menu.

- **Refresh**: Refreshes the Subscription Information form with new data, but does not save changes.

- **Cancel**: Cancels the current action.

Subscription List Node: Lower Pane - Tab 4. HOL Links
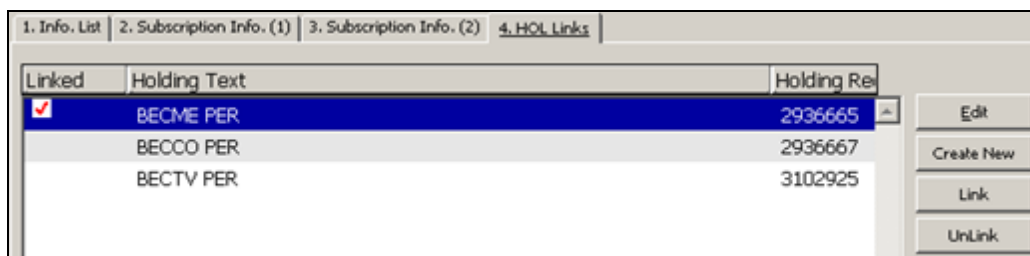
The following options are available on the 4. HOL Links tab:

- **Edit**: Opens the relevant holdings record in the Cataloging module.

- **Create New**: Creates a new holdings record with the Sublibrary and Collection information automatically copied from the subscription to 852 subfields b and c.

- **Link**: Links the subscription to an existing holdings record on the list. The Sublibrary and Collection of the existing holdings record must be the same as those of the subscription.

- **Unlink**: Unlinks the selected subscription from an existing holdings record.

To create a subscription record:

1. Search for the bibliographic record. If no subscriptions exist, a blank Subscription List will appear in the upper pane.
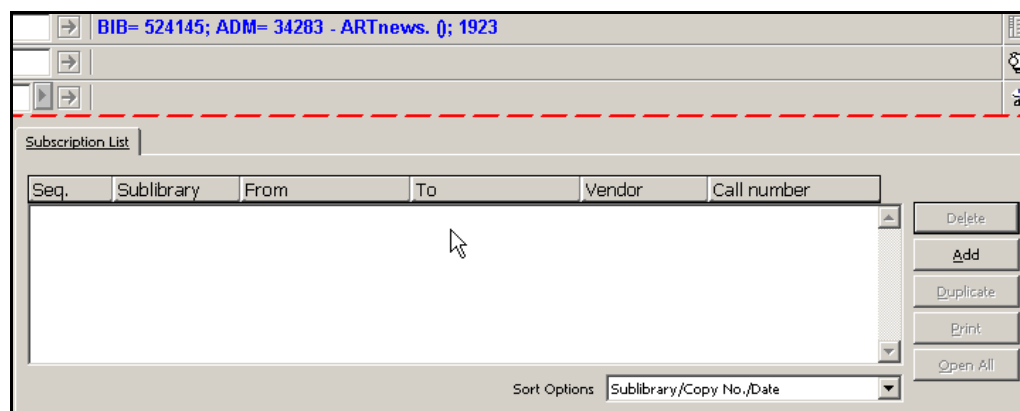
2. In the upper pane, click **Add**.

3. The Subscription Information form will appear in the lower pane. Click the **2. Subscription Info. (1)** tab and complete the following fields:

   - **Sublibrary**: Select the sublibrary for the subscription.

   - **From Date**: Enter the date the subscription began, or click the arrow to select a date from the calendar.

   - **To Date**: Enter the date the subscription ends, or click the arrow to select a date from the calendar. A date far in the future may be used (e.g., 01/01/2099).

   - **Item Status**: Select the item status. Most periodicals will be 04.

- **Collection**: Select the collection code. Most periodicals will be PER.

- **Vendor Code**: Click the icon to view the vendor list, and then select the vendor code.

4. Click the **3. Subscription Info. (2)** tab and complete the following field(s):

- **Send Claims**: Select the appropriate option. If Yes is selected, complete the **First Claim**, **Second Claim**, **Third Claim**, and **Subsequent Claim** fields.

5. Click **Update**.

To edit a subscription record:

1. Search for and display the bibliographic record of the title.

2. The Subscription List will appear in the upper pane. Click once on the appropriate subscription record to select it.

3. The Subscription Information form will appear in the lower pane. Make any necessary changes.

4. Click **Update** to save the changes.

To delete a subscription record:

1. Search for and display the bibliographic record of the title.

2. The Subscription List will appear in the upper pane. Click **Delete**.

Unit 5: Working With Holdings Records for Serials

The MARC holdings record used in LINCC is based on the MARC 21 Format for Holdings Data published in 2000 jointly by the Library of Congress and the National Library of Canada (http://www.loc.gov/marc/holdings). The content of most of the data elements and their display should follow the ANSI standard for holdings statements, Holdings Statements for Bibliographic Items (ANSI/NISO Z39.71 – 1999) (http://www.niso.org/standards/resources). The corresponding international standard is Holdings Statements – Summary Level (ISO 13024).

Entering basic information in the holdings record is covered in the *LINCC Cataloging* manual. This unit describes information that is specific to serial records.

The holdings record is the master record in many ways; data entered in the holdings record overrides data entered manually in subscription or item records. Holdings records are designed to store information such as: location information (852 field); information that is needed for local processing, maintenance, or preservation of the item; retrospective holdings/summary holdings notes (866, 867, 868 fields); and predictive pattern information for current issues (853/853X, 854/854X, and 855/855X fields).

Lesson 1: Using Holdings Records for Serials

All currently received and completed serials owned by the library must have a holdings record in order for summary holdings to be displayed in LINCCWeb. Currently received titles are those for which the library has an open subscription. Completed titles are those which the library no longer receives, but which are maintained as part of the collection. Information stored in the holdings record is displayed in the Brief Bibliographic display LINCCWeb.

At a minimum, the holdings record will contain the location of the item(s) (852 field) and a summary holdings note (866 field).

It is possible that one sublibrary will have a subscription for a serial received in paper and a subscription for the serial received as microfilm. Since these items do not share the same copy-related information (there is typically one subscription record for the paper and another for the microfilm), according to MARC 21 standards, each of these subscriptions would generally have its own holdings record. However, the standard also allows flexibility. If individual microfilm issues will not be checked-in and will be updated in the summary holdings in the holdings record, both subscriptions can be linked to the same holdings record. This would be considered a composite holdings record.

Lesson 2: Creating a Serials Holdings Record

Holdings records can be created through the Cataloging module or the Acquisitions/Serials module. Refer to the *LINCC Cataloging* manual for information on creating a holdings record through the Cataloging module.

To create a holdings record in the Acquisitions/Serials module:

1. Search for a serial title and bring it up in the Acquisitions/Serials module.

2. The Check In node will be selected by default. Select the **Subscription List** node. If a subscription exists, it will appear in the upper pane. If no subscription exists, create one now.

3. In the lower pane, click the **4. HOL Links** tab.
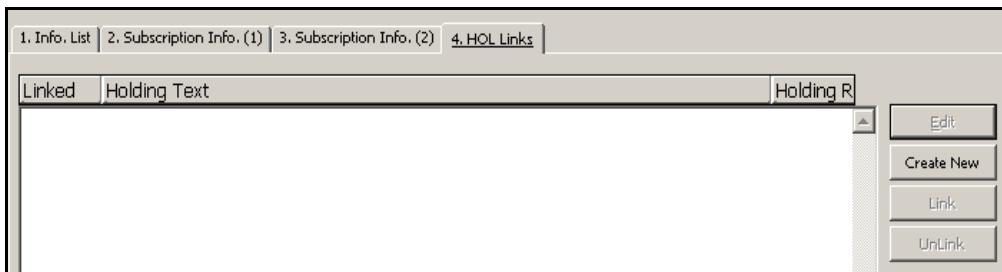
4. Click **Create New**. The holdings record will be created and will be linked to the selected subscription record.
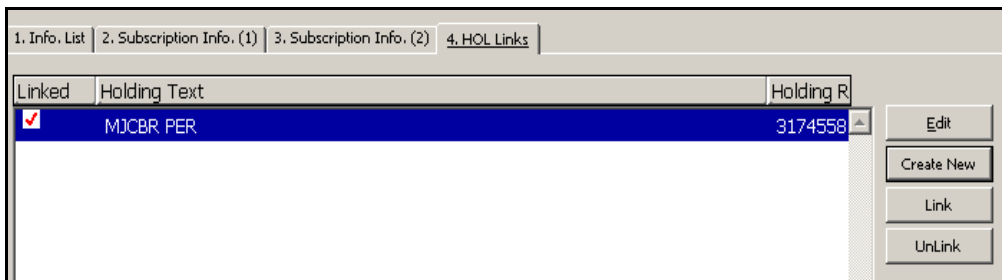
Lesson 3: Overview of the Cataloging Module

An overview of the Cataloging module interface is shown below. Each area of the Cataloging module interface used in conjunction with serials is described in this lesson. For a complete description of all features and icons in the Cataloging module, refer to the *LINCC Cataloging* manual.

Figure 1: The Cataloging Module Interface
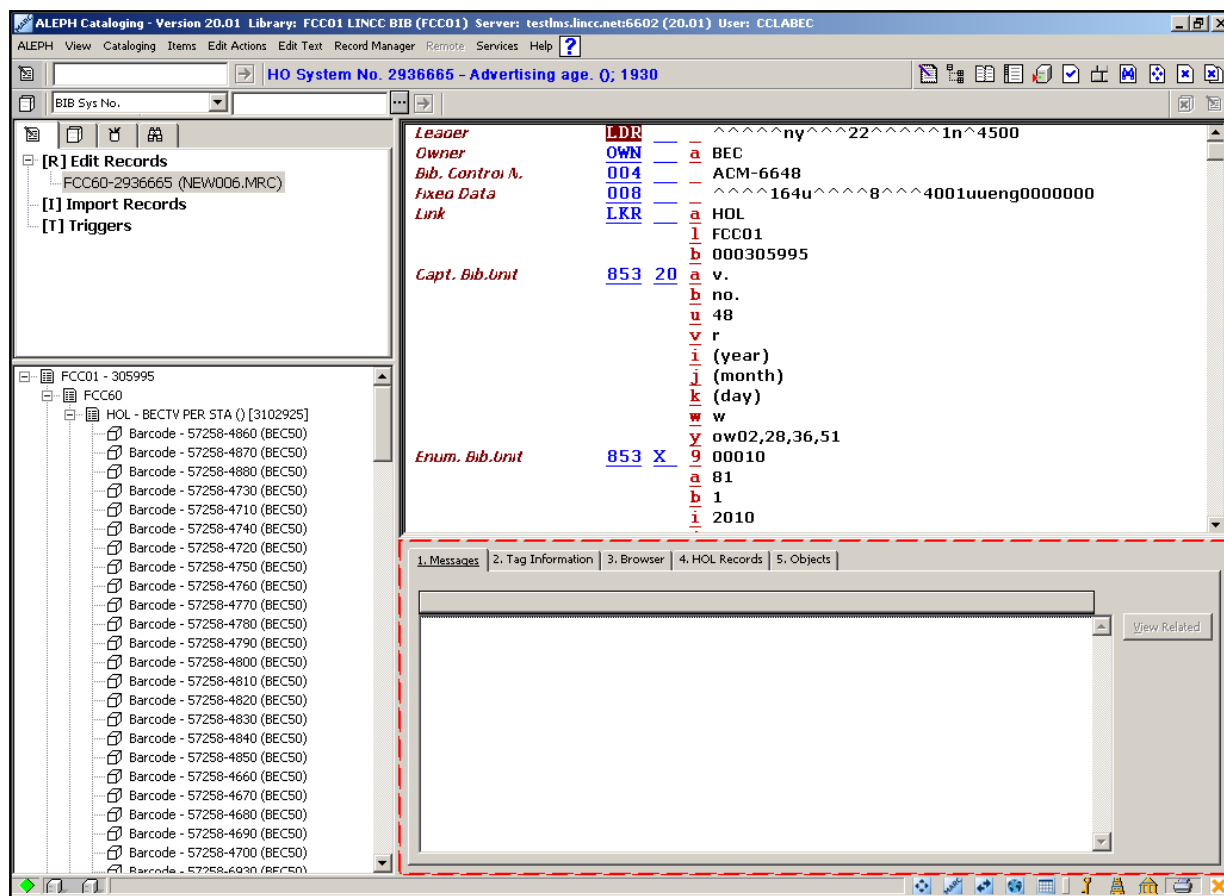
The Cataloging Bar

The Cataloging bar allows records to be retrieved by system record number and displays brief information about the record being edited, such as system number and title. Generally, serials holdings records will be pushed to the Cataloging module and will not need to be retrieved using this feature. Before retrieving a record by its system number, select the correct database from the ALEPH menu.

Several icons in the Cataloging module, located on the right side of the Cataloging bar, are used with serials. These icons are described below.

Icon	Name	Function
	Split Editor Mode	Splits the upper pane vertically to allow two records to be viewed and/or edited at the same time.
	Full Screen	Expands portions of the screen to display more information for the record being edited.
	Save on Server and Local Drive	Saves changes to the server and local computer.
	Close Record	Closes the record that is currently displayed in the upper pane.
	Close All Records	Closes all records that are currently open.

The Menu Bar

The following section describes the options on the Cataloging module's Menu bar that are typically used while working with serials holdings records.

The Cataloging Menu

- **Open Serials Record**: "Pushes" the record to the Acquisitions/Serials module and displays it in the Serials activity tab. The record will appear with the Check In node activated.

- **Save on Server and Local Drive**: Saves the record to the server and the local computer.

- **Split Editor Mode**: Splits the upper pane vertically to allow two records to be viewed and/or edited at the same time.
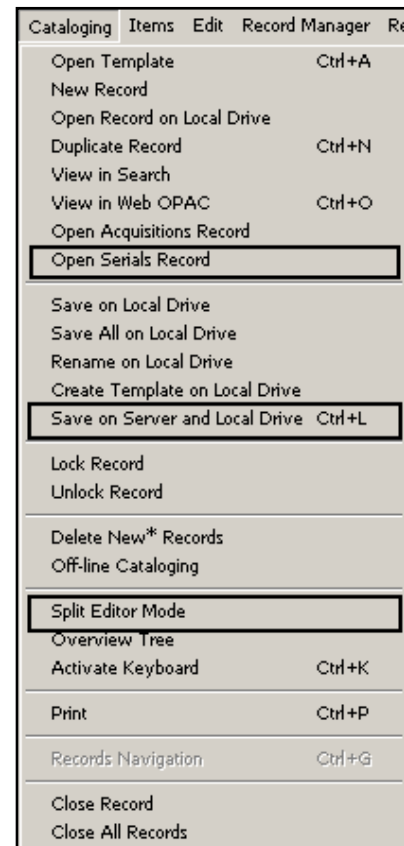
The Edit Actions Menu

- **Open Form**: Displays a window that allows all fixed and some variable fields to be edited.

- **Expand from Template**: Displays a list of templates that can be applied to a record.

- **Help on Field**: Displays a separate window that gives a detailed description of the selected MARC field.

- **Preview Publication Schedule**: Used to display the expected issues based on the pattern entered.
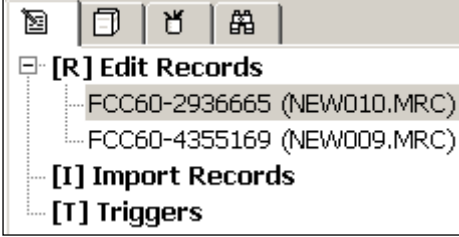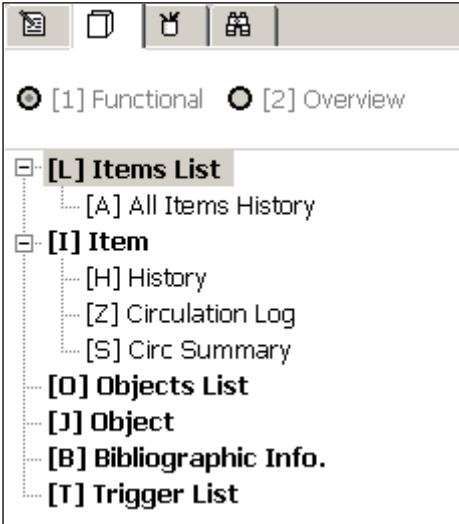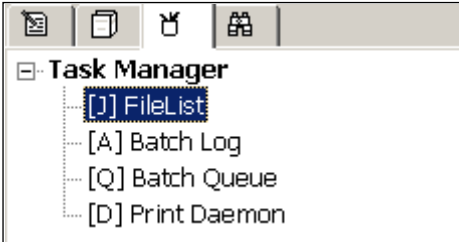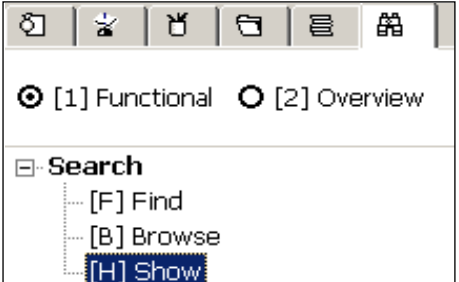
The Edit Text Menu

- **Undo**: Erases the last action taken.

- **Redo**: Restores the "undo" command.

- **New Field (Choose from List)**: Displays a list of available MARC fields, and then inserts a new MARC field in the record.

- **New Field (User-defined)**: Inserts a new MARC field in the record. The number of the MARC field must be entered.

- **New Subfield**: Inserts a new MARC subfield in the record.

- **Cut**, **Copy**, **Paste**, **Delete**: Normal Microsoft Windows functionality.

Activity Tabs

The Cataloging module contains four activity tabs: Cataloging, Items, Administration, and Search. These activity tabs are described below.

Icon	**Description**	**View in Navigation Tree**
	The **Cataloging** activity tab is used to edit a holdings record. The holdings record will automatically be displayed in this activity tab.	[R] Edit Records — FCC60-2936665 (NEW010.MRC) — FCC60-4355169 (NEW009.MRC) [I] Import Records [T] Triggers
	The **Items** activity tab is used to work with item records. With serials, the binding process is accomplished using this activity tab.	● [1] Functional ○ [2] Overview [L] Items List — [A] All Items History [I] Item — [H] History — [Z] Circulation Log — [S] Circ Summary [O] Objects List [J] Object [B] Bibliographic Info. [T] Trigger List
	The **Administration** activity tab is used to access and print reports from the Task Manager.	Task Manager — [J] FileList — [A] Batch Log — [Q] Batch Queue — [D] Print Daemon
	The **Search** activity tab is used to perform Find and Browse searches for bibliographic records using a variety of parameters.	● [1] Functional ○ [2] Overview Search — [F] Find — [B] Browse — [H] Show

Nodes, Panes, and Tabs in the Cataloging Module

The Cataloging module nodes (and their respective upper and lower pane tabs) that are most frequently used with serials are described in this section.

Edit Records Node: Lower Pane - Tab 2. Tag Information

The 2. Tag Information tab contains field-specific help for the fields and subfields in the record selected in the upper pane.
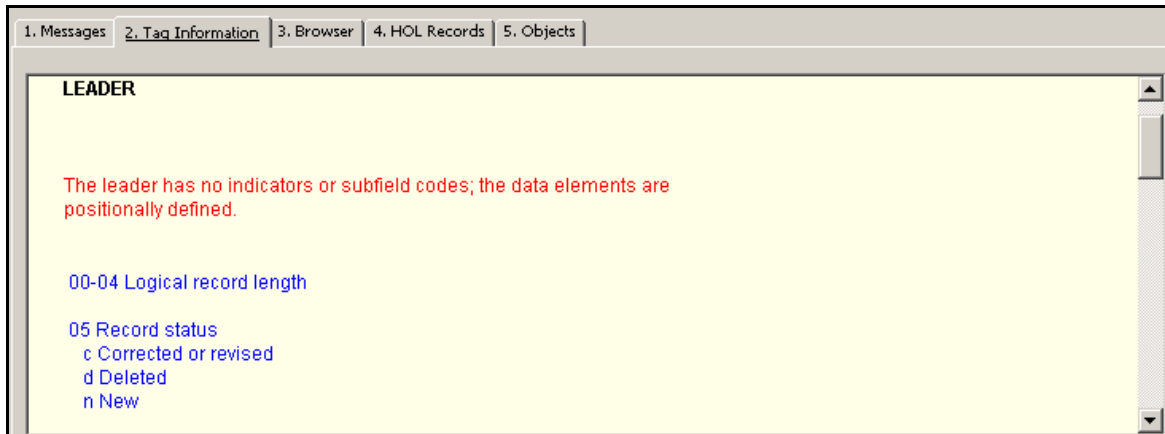
Edit Records Node: Lower Pane - Tab 4. HOL Records

The 4. HOL Records tab contains a list of all holdings records for the selected title.
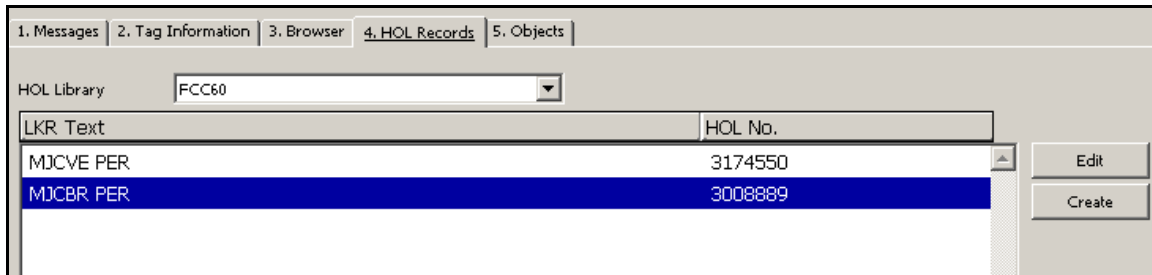
Lesson 4: Using Fields in the Holdings Record

An example of a holdings record containing most of the fields that can be used is shown below. A brief description of each field is included in this lesion. Later lessons explain how to edit the fields.

```
Leader            LDR  __  _  ^^^^^nx^^a22^^^^^1i^4500
Owner             OWN  __  a  MJC
Fixed Data        008  __  _  0404292u^^^^8^^^4001uueng0000000
Link              LKR  __  a  HOL
                           l  FCC01
                           b  000305995
Location          852  5   a  FBrM
                           b  MJCBR
                           c  PER
                           h  Shelved by title.
Capt. Bib.Unit    853  20  a  v.
                           b  no.
                           u  51
                           v  r
                           i  (year)
                           j  (month)
                           k  (day)
                           w  w
                           x  01
                           y  od1224,1231
Enum. Bib.Unit    853  X   9  00010
                           a  78
                           b  51
                           i  2006
                           j  12
                           k  18
                           3  20061218
Txt.Hold.Bib.Uni  866  31  a  v.74:no.1-v.75:no.50 (2003:Jan. 6-2004:Dec. 13)
                           z  Print.
```

The LDR and 008 Fields

Most of the coding is supplied by the system, but some coding can be entered by library staff. A record newly created through the Acquisitions/Serials module will contain default values for the LDR and the 008 fields that are applicable to monographs. These fields should be corrected; however, correcting them is optional.

The OWN Field

The OWN field indicates ownership of the holdings record and prevents staff from editing another college's holdings record. This field is system-assigned.

The LKR Field

This is a special field inserted to link holdings and administrative records to the bibliographic record. This field is system-assigned.

The 852 Field (Location)

The 852 field contains two indicators and several subfields. It identifies the library, sublibrary, collection, and call number. LINCC automatically inserts the sublibrary's location information in subfields a (location), b (sublocation/collection), and c (shelving location). If the bibliographic record has a call number, the call number will be entered automatically in subfield h (classification part) and i (item part).

The following table describes the information that should be entered in the 852 field.

Indicator or Subfield Setting	Name	Description and Note
1st indicator	Shelving Scheme	How the item is shelved. Relevant values for CCLA libraries include: 0 – Library of Congress. 1 – Dewey Decimal. 5 – Title (used by most libraries).
2nd indicator	Shelving Order	Typically left blank.
Subfield a	Library	NUC code (system supplied).
Subfield b	Sublibrary	Five-letter campus code (system supplied).
Subfield c	Collection	Collection code (system supplied).
Subfield h	Classification Part	Main call number (may be system supplied if a call number is listed in the BIB record).
Subfield i	Item Part	Secondary part of the call number (may also be system supplied).

The 853, 854, 855 Fields (Pattern Information)

The 853 field contains captions and patterns for predictive check-in of serial issues. If issues will be checked-in using the Acquisitions/Serials module, pattern information must exist. The 854 field is used to create patterns for serial supplements and the 855 field is used to create patterns for serial indexes. These fields work with 853X, 854X, and 855X fields to contain all the necessary information to set up the predictive pattern(s) for the serial title.

One holdings record may contain all three types of patterns, if necessary: one pattern for the title, one for the title's supplements, and one for the title's indexes. There can only be one active 853 pattern, but there can be multiple active 854 and 855 fields.

The 853 field contains two indicators and several subfields. The first indicator describes whether the holdings data can be compressed and/or expanded. The second indicator describes whether the captions used in the pattern were visually verified. Usually, a 2 and a 0 will be used in the first and second indicator, respectively.

First Indicator:

0 – Cannot compress and/or expand.

1 – Can compress but not expand.

2 – Can compress and expand.

3 – Unknown.

Second Indicator:

0 – Captions verified; all levels present.

1 – Captions verified; all levels may not be present.

2 – Captions unverified; all levels present.

3 – Captions unverified; all levels may not be present.

The 853X, 854X, and 855X Fields (Numerical Starting Point of Issues)

These fields work with the 853, 854, and 855 fields to open issues to check-in using the Acquisitions/Serials module. They indicate the numerical starting point of the issues that will be opened for check-in, such as the specific volume and issue numbers (e.g., volume 32 number 1) and the corresponding date of the first issue that will be opened (e.g., February 15, 2006). If issues will be checked-in using the Acquisitions/Serials module, the numerical starting point for the pattern must exist.

The 863, 864, and 865 Fields (Enumeration and Chronology)

Use of these fields is optional. These fields hold the numeric, alphabetic, and/or date designation used on the bibliographic item (i.e., the specific volumes, numbers, and dates held). In LINCC, an 866, 867, or 868 field is used instead. A record may contain multiple 863, 864, or 865 fields (e.g., to indicate breaks in holdings).

The 866, 867, and 868 Fields (Textual or Free-text Holdings)

The 866 field is used for retrospective holdings of serials, such as a periodical that is no longer received but is retained by the library or holdings from previous years for a currently received title. The 867 field is used for retrospective holdings for supplements and the 868 field is used for retrospective holdings for indexes.

If the periodical is in more than one format, either multiple holdings records or multiple 866, 867, and 868 fields should be created.

One holdings record may contain all three types of fields (866, 867, or 868). Data is entered in text format. The structure is explained in *LINCC Database Guidelines* (available from CCLA's Library Staff Resources web page) and is described briefly in this section. For the most part, the first indicator will be 3 and the second indicator will be 1. Some colleges with local procedures requiring detailed summary holdings will enter 4 in the first indicator.

The following table describes the information that should be entered in the 866, 867, or 868 field.

Indicator or Subfield Setting	Name	Description and Note
1st indicator blank	No Information	Typically not used.
1st indicator 3	Holdings Encoding Level 3	Summary holdings information. Missing issues not shown.
1st indicator 4	Holdings Encoding Level 4	Detailed holdings. Show any gaps.
1st indicator 5	Holdings Encoding Level 4 with Piece Designation	Not used in LINCC.
2nd indicator 0	Non-standard Notation	No NISO standard used.
2nd indicator 1	ANSI/NISO Z39.71	Current standard in use.
2nd indicator 2	ANSI Z39.42	Previous standard.
Subfield a	Textual Holdings	Holdings information. Place enumeration and chronology together. Example: v.1-10 (1986-1995), not v.1 (1986) – v.10 (1995).
Subfield x	Non-public Note	Note that will not be displayed in the LINCCWeb catalog (OPAC).
Subfield z	Public Note	Note that will be displayed in the LINCCWeb catalog.
Subfield 8	Sequence Number	Used when there is more than one 866 field. Controls which field will be displayed first in the LINCCWeb catalog.

Note that the enumeration and chronology should be entered as shown, in what is called a "separate" display. Examples of a separate display are provided below.

Example 1: *Library has v.2-22 (1976-1996)*

- 866 31 $a v.2-22 (1976-1996)

Example 2: *Library has v.5-7, 9-12 (1990-1992, 1994-1997), but missing v.7:no.2 and v.9 no.1*

- 866 31 $a v.5-7,9-12 (1990-1992,1994-1997) $z Some issues missing.

Example 3: *Library has v.5:no.2-v.7:no.3 (1997:summer-1999:fall)*

- 866 31 $a v.5-7 (1997-1999)

  or

- 866 41 $a v.5:no.2-v.7:no.3 (1997:summer-1999:fall)

Example 4: *Library has v.11-21 (1961-1971) in Microfilm; v.22-44 (1972-2004) in Microfiche, and v.45- (2005-) in paper. They retain paper one year after the microfiche arrives. The library has two subscriptions (one for the film and fiche and one for the paper) and has elected to record its holdings in a composite holdings record. The following would be contained on a single holdings record.*

- 866 31 $8 1 $a v.11-21 (1961-1971) $z Microfilm
- 866 31 $8 2 $a v.22-44 (1972-2004) $z Michofiche
- 866 31 $8 3 $a v.45- (2005-)$z Retains one year after microfiche arrives

Example 5: *If the library has elected to record its holdings in separate holdings records for each subscription, the holdings above would be recorded on two holdings records.*

First holdings record:

- 866 31 $8 1 $a v.11-21 (1961-1971) $z Microfilm
- 866 31 $8 2 $a v.22-44 (1972-2004) $z Michofiche

Second holdings record:

- 866 31 $8 3 $a v.45- (2005-)$z Retains one year after microfiche arrives

Example 6: *Library has v.1-33 (1970-2003) in paper, supplements for 1990-1999 that are bound with the other issues by year, and indexes for 1990-1999 and a ten year cumulative index. The 2004 issues have been checked-in but not added to the summary holdings statement and the 2005 issues are expected.*

- 866 31 $a v.1-33 (1970-2003)
- 867 31 $a Supplements 1990-1999 $z Bound with other issues for the year
- 868 31 $a 1970-1989, plus 1990-1999 cumulative vol.

Lesson 5: Editing the LDR and 008 Fields

Editing the LDR and 008 fields is optional. The LDR and 008 fields must be changed by editing a form. It is important to change the following bytes (positions) in each of these two fields. Other values may be changed as desired. For a complete description of each field and its corresponding bytes, refer to Appendix D.

To edit the LDR field:

1. Place the cursor anywhere in the **LDR** field. On the **Edit Actions** menu, click **Open Form**. The LDR form will appear.

2. Default values, which are automatically entered, should be changed. Edit the following fields:

    - **Type of record (06)**: Enter y for serial item holdings.

    - **Encoding level (17)**: Change the default setting to an appropriate level, such as 3 (Summary holdings information - Missing issues not shown) or 4 (Detail holdings - Show any gaps). The level entered here should match that in the first indicator of the 852 field.

3. Edit additional fields, as needed.

4. In the upper pane, click **OK**.

To edit the 008 field:

1. Place the cursor anywhere in the **008 field**. On the **Edit Actions** menu, click **Open Form**. The 008 form will appear.

2. Default values, which are automatically entered, should be changed. Edit the following field:

   - **Receipt or acquisition status (06)**: Change the default setting to the appropriate value, such as 4 (currently received) or 5 (not currently received).

3. Edit additional fields as needed.

4. In the upper pane, click **OK**.

5. On the **Cataloging** menu, click **Save on Server and Local Drive** (or click the icon) to save the changes.

Lesson 6: Editing the 852 field

When a holdings record is created, default information is added throughout the holdings record. Some of the defaults, such as the Sublibrary, Collection, and NUC Code, may be retained. However, some defaults are correct for monographs, but incorrect for serials, and must be changed. Changes to the 852 field (and any other field) can be made by typing directly in the MARC record, or from the Edit menu by clicking Open Form and making the changes in the appropriate fields.

To edit the 852 field:

1. Place the cursor in the first indicator of the 852 field and change the value to **5** (Shelve by Title).

2. Click on subfield h (classification part). On the **Edit Text** menu, click **Cut Subfield(s)** (or press CTRL + F7). If subfield i (item part) appears in the record, delete it as well. The record should look similar to the record shown below.

Leaaer	LDR __ _		^^^^^ny^^a22^^^^^3i^4500
Owner	OWN __	a	MJC
Fixea Data	008 __ _		0603294u^^^^8^^^4001uueng0000000
Link	LKR __	a	HOL
		l	FCC01
		b	000524352
Location	852 5	a	FBrM
		b	MJCBR
		c	PER

| 1. Messages | 2. Tag Information | 3. Browser | 4. HOL Records | 5. Objects |

Indicators
First Shelving scheme
  ^   No information provided
  0   Library of Congress classification
  1   Dewey Decimal classification
  2   National Library of Medicine classification
  3   Superintendent of Documents classification
  4   Shelving control number
  5   Title
  6   Shelved separately
  7   Source specified in subfield $2
  8   Other scheme

3. On the **Cataloging** menu, click **Save on Server and Local Drive** (or click the icon) to save the changes.

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Unit 6: Using Predictive Patterns

Predictive patterns and captions are stored in the 853-855 fields in holdings records. When the holdings records are linked to subscriptions, LINCC is able to automatically generate expected serial issues. The 853X-855X fields are used to record the numerical starting point (e.g., specific volume number, issue number), the chronological starting point (e.g., specific year, month), and the publication date of the first issue of the volume for which items will be opened.

The proper abbreviations to be used in the captions and the codes to be used for dates and other information can be found in *LINCC Database Guidelines*, available from CCLA's Library Staff Resources web page.

Patterns can be entered directly on the holdings record, or in forms in the Acquisitions/Serials module.

Predictive patterns can be entered by:

- Using templates in the Cataloging and Acquisitions/Serials modules.

- Copying and pasting from an existing pattern.

- Selecting fields from a list.

- Adding patterns manually.

Lesson 1: Creating Patterns Using Templates in the Cataloging Module

Templates are recommended for basic, regular patterns, such as a monthly, quarterly or annual periodicals. The templates contain the 853 and 853X subfields with default data that must be edited appropriately to match the issue in hand. A complete list of all the templates currently available in LINCC is provided in Appendix E.

To create a pattern using templates in the Cataloging module:

1. Place the cursor at the end of the last subfield in the 852 field.

2. On the **Edit Actions** menu, click **Expand From Template**.

3. A list of templates will appear in a separate window. In the **File Name** box, select a template that closely matches the frequency of the subscription.
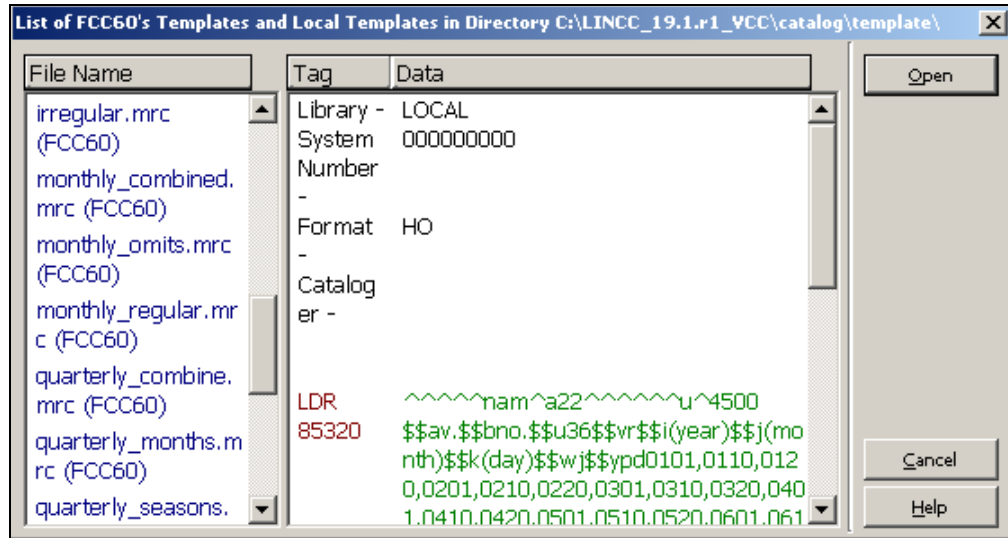
4. Click **Open**. Fields and subfields will be added within the holdings record and default data will be entered in the subfields.

If the wrong pattern record is selected, on the Edit Text menu, click Undo, and then select another template.

5. Edit the following information:

- In **853X subfield a**, enter the volume number matching the issue for which the pattern is being created.

- In **853X subfield b**, enter the first issue number of the volume, even if the issue in hand is a different number (e.g., number 4). The pattern must start with the first issue (e.g., 1 or 1/2).

- In **853X subfield i**, enter the year in which the pattern is starting (e.g., 2006).

- In **853X, subfield j**, enter the month in which the pattern is starting (e.g., 01 or 01/02).

- If there is an **853X subfield k**, enter the day on which the pattern is starting (e.g., 1 or 15).

- In **853X subfield 3**, enter the date on which the pattern is starting (e.g., 20060101).

- In **853X**, add **subfield 9** and enter the subscription sequence number.

- To delete the **590 field**, if desired, place the cursor on the field and then, on the **Edit Text** menu, click **Delete Field(s)**.

6. On the **Cataloging** menu, click **Save on Server and Local Drive** (or click the icon) to save the changes.

Lesson 2: Creating Patterns Using Templates in the Acquisitions/Serials Module

Creating patterns can be accomplished by selecting the [N] Patterns node and editing the form in the lower pane. A holdings record must exist and must be linked to the subscription before patterns can be created.

To create a pattern using templates in the Acquisitions/Serials module:

1. Retrieve a title.

2. Select the **Subscription List** node, and then select the appropriate subscription.

3. Select the **[N] Patterns** node.

4. In the upper pane, click the **1. Patterns** tab, and then click **Add**.

5. In the window that appears, select **FCC60** and click **OK**.

6. In the lower pane, click **Template**.

7. In the window that appears, select the appropriate pattern, and then click **OK**.
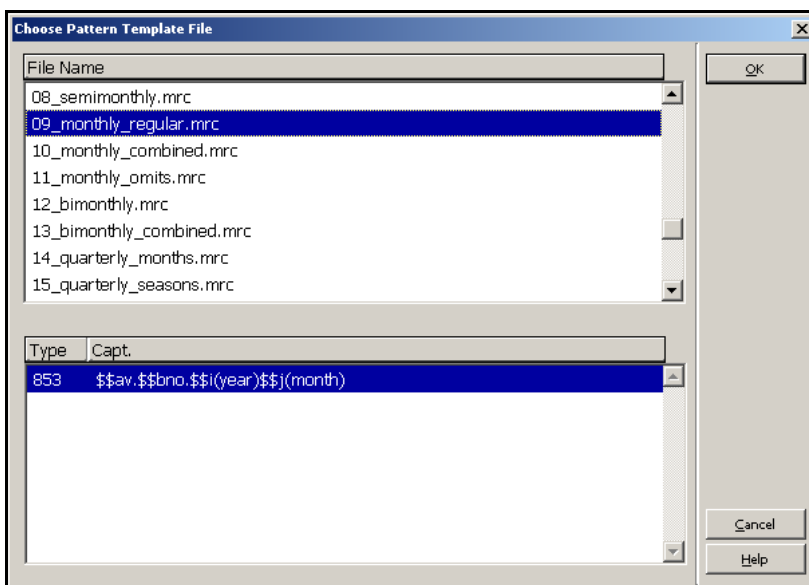
8. The pattern information will be displayed in the **3. Pattern** tab in the lower pane. Click **Add**.

9. The pattern will be displayed in a list format in the upper pane. Click the **2. 85xX** tab, and then click **Add**.
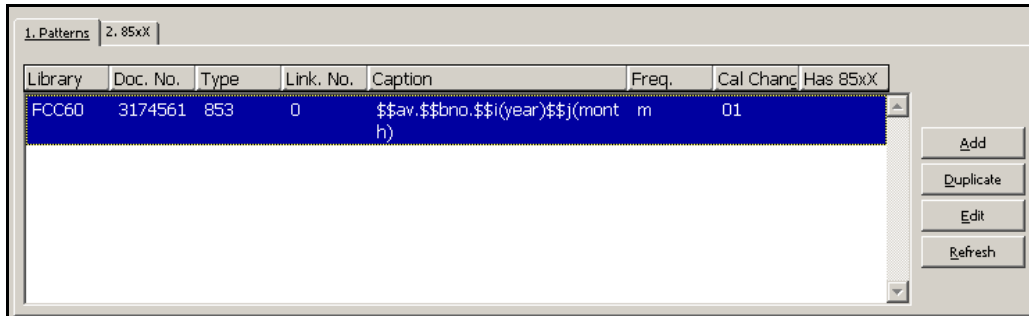
10. The 4. 85xX tab will appear in the lower pane. Click **Template**.
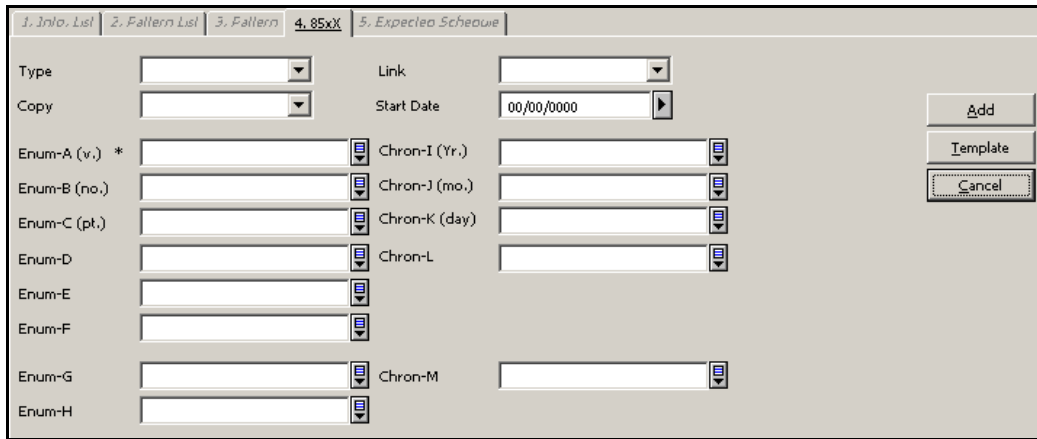
11. In the window that appears, select the pattern, and then click **OK**. The 4. 85xX tab will contain chronology information. Edit the following fields, as necessary:

   - **Enum-A(v.)**, **Enum-B(no.)**, **Chron-I(Yr.)**, **Chron-J(mo.)**, and **Chron-K(day)**.

12. Click **Add**.

Lesson 3: Copying Pattern Records from Other Holdings Records

Once the correct pattern has been entered into a holdings record, it can be copied to other holdings records quite easily. Since one library will be able to display other libraries' holdings, copying 853 and 853X fields is fairly simple.

To copy pattern records from other holdings records:

1. Search for a title. Select the **Subscription List** node.

2. Create a holdings record as described in Unit 5.

3. Select the **Subscription List** node, and then click the **4. HOL Links** tab. Click **Edit**. The new holdings record will open in the Cataloging module.

4. In the lower pane of the Cataloging module, click the **4. HOL Records** tab to display a list of other holdings records for the title.
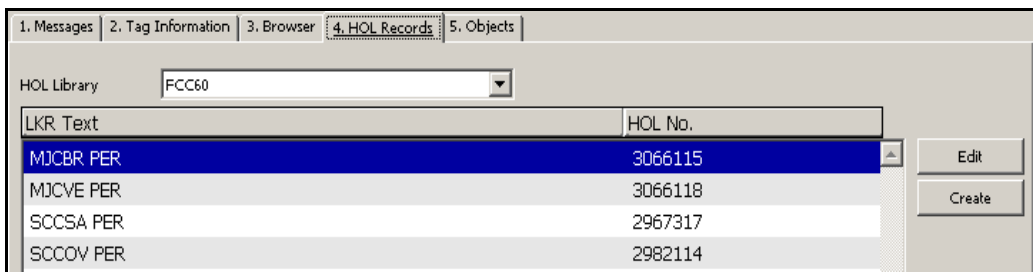
5. In the 4. HOL Records tab, select a holdings record containing a pattern to copy.
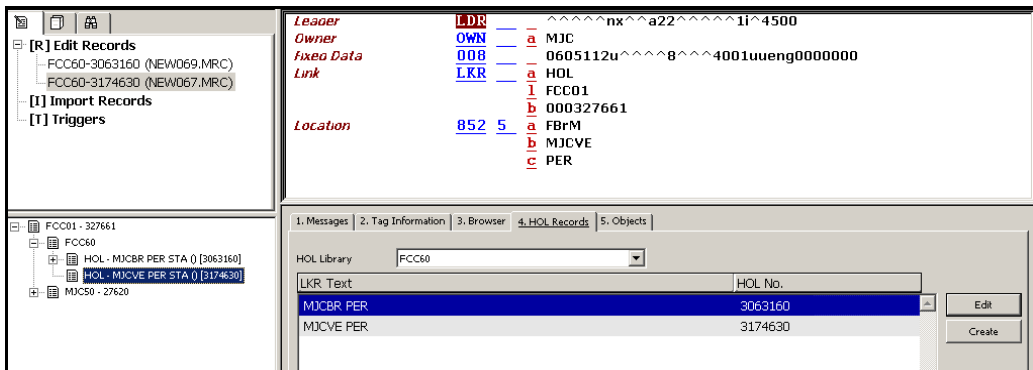
6. Click the split pane icon to split the upper pane vertically.
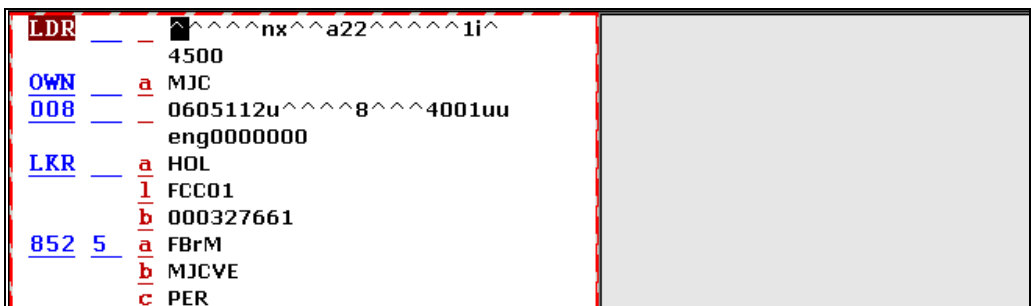
7. In the lower pane, click **Edit**. The second record will automatically display in the empty half of the split screen.

8. Place the cursor in the **853** field of the record with the pattern. On the **Edit Text** menu, click **Copy Field(s)**.

9. Click on the first record. On the **Edit** menu, point to **Paste**, and then click **Paste Field**.

10. Copy and paste the 853X field.

11. Edit the start dates in the **853X** field and make any other necessary changes (e.g., the beginning enumeration and subscription sequence in subfield 9).

12. On the **File** menu, select **Save on Server and Local Drive** (or click the icon).

13. To preview the issues that will open based on the pattern, select the **853X** field. Then, on the **Edit Action** menu, click **Preview Publication Schedule**.

Lesson 4: Creating Patterns Manually – Choose From List

Patterns can be created manually by selecting fields from a list, deciding which subfields should be used, and entering the enumeration and chronology codes directly in the record.

To create a pattern manually by choosing from a list:

1. Display a serials holdings record. On the **Edit Text** menu, click **New field (choose from list)**.

2. Select the **853** field and click **OK**. The 853 field, with all blank subfields, will appear in the record.

3. Enter the appropriate first and second indicators (e.g., 31, 41).

4. Enter the appropriate information in the subfields. Delete subfields that are not used.

5. On the **Edit Text** menu, click **New field (choose from list)**.

6. Select the **853X** field and click **OK**. The 853X field, with all blank subfields, will appear in the record.

7. Enter the appropriate information in the subfields. Delete subfields that are not used.

8. On the **File** menu, click **Save on Server and Local Drive** (or click the icon) to save the information.

Lesson 5: Creating Patterns Manually – User Defined

Patterns can be created manually by entering fields and subfields.

To create a pattern manually:

1. Display a serials holdings record. On the **Edit** menu, click **New field (user defined)**.

2. A new blank field will appear in the record. Type **853** to create the field.

```
Leader       LDR  __ _   ^^^^^nx^^a22^^^^^1i^4500
Fixed Data   008  __ _   0308252u^^^^8^^^4001uueng0000000
Link         LKR  __ a   HOL
                      l   FCC01
                      b   000727910
Location     852  0  b   SSCPA
                      c   PER
                      h   RT89
                      i   .J65
Not in Table       -=-  __ _
```

3. Enter subfields as necessary (e.g., a, b, i, j, u, v, w, y).

4. On the **Edit Text** menu, click **New field (user defined)**.

5. A new blank field will appear. The cursor will be in the first position of the field number. Type **853** to create the field, and then type **X** in the first indicator.

6. Edit other fields in the holdings record as necessary.

7. On the **File** menu, click **Save on Server and Local Drive** (or click the 🖫 icon) to save the information.

Lesson 6: Using Subfields

The following lesson describes the subfields in the 853 field and the corresponding 853X field that are used to create patterns. Additionally, techniques used to deal with troublesome patterns are provided. Refer to *Generic Publication Patterns*, available from CCLA's Library Staff Resources web page, for additional tips and examples. The proper abbreviations to be used in the captions can be found in *LINCC Database Guidelines*, also available on the Library Staff Resources web page.

Subfield a (First Level Enumeration)

Subfield a is the only mandatory subfield.

The 853 field contains the caption for the first level of enumeration, such as "v." for volume, "no." for number, or "(year)" for year if there is no enumeration. The 853X field contains the number printed on the issue, such as 21, 2356, or 2006.

Subfield b (Second Level Enumeration)

The 853 field contains the caption for the second level of enumeration, such as "no." for number. The 853X field contains the number printed on the issue, such as 1 or 1/2. If there is a subfield b in the 853 field, there must be a subfield b in the 853X field.

It is important that the pattern define a full cycle (volume) even if the item in hand is mid-cycle or if the pattern is being entered mid-cycle. For example, if the piece in hand is v.3:no.4 of a monthly periodical, start the pattern with v.3:no.1. This will ensure the proper opening of items each year.

Whenever subfield b is used, subfield u must be used immediately after it to indicate the number of second-level units there are to every first-level unit (i.e., how many b's to every a). Subfield v must be used immediately after subfield u to indicate the numbering continuity.

Subfield c (Third Level Enumeration)

The 853 field contains the caption for the third level of enumeration, such as "pt." for part. The 853X field contains the number printed on the issue, such as part 1. If there is a subfield c in the 853 field, there must be a subfield c in the 853X field.

Whenever subfield c is used, subfield u must be used immediately after it to indicate the number of third-level units there are to every second-level unit (i.e., how many c's to every b). Subfield v must be used immediately after subfield u to indicate the numbering continuity.

Subfield d (Fourth Level Enumeration)

Subfield d is rarely used.

The 853 field contains the caption for the fourth level of enumeration. The 853X field contains the number printed on the issue. If there is a subfield d in the 853 field, there must be a subfield d in the 853X field. The principles described above for subfields u and v also apply to subfield d.

Subfield e (Fifth Level Enumeration)

Subfield e is rarely used.

The 853 field contains the caption for the fifth level of enumeration. The 853X field contains the number printed on the issue. If there is a subfield e in the 853 field, there must be a subfield e in the 853X field. The principles described above for subfields u and v also apply to subfield e.

Subfield f (Sixth Level Enumeration)

Subfield f is rarely used.

The 853 field contains the caption for the sixth level of enumeration. The 853X field contains the number printed on the issue. If there is a subfield f in the 853 field, there must be a subfield f in the 853X field. The principles described above for subfields u and v also apply to subfield f.

Subfield g (Alternative Enumeration)

The 853 field contains the caption for the alternative enumeration, such as "no." for number. The 853X field contains the alternative number printed on the issue. Alternative numbering schemes often appear as Volume 21, number 3 = 3986, in which case, 3986 is the alternative number.

In LINCC, subfield g is used for continuous numbering only, where the alternative numbering scheme does not restart with the next volume, and does not need a corresponding subfield u or subfield v.

Subfield h (Second Level Alternative Enumeration)

The 853 field contains the caption for the second level alternative enumeration, such as "pt." for part.

Subfield h is used in LINCC to generate prediction patterns. If such enumeration exists on the issue, it must be entered manually in the item record.

Subfield i (First Level Chronology)

The 853 field contains the caption for the first level of chronology, such as "(year)." The caption must be entered in parentheses. The 853X field contains the date printed on the first issue, such as 2006. If there is a subfield i in the 853 field, there must be a subfield i in the 853X field.

Subfield j (Second Level Chronology)

The 853 field contains the caption for the second level of chronology, such as "(month)." The caption must be entered in parentheses. The 853X field contains the date printed on the first issue, such as 02. Numerical values for the months are entered in this subfield. If there is a subfield j in the 853 field, there must be a subfield j in the 853X field.

Subfield k (Third Level Chronology)

The 853 field contains the caption for the third level of chronology, such as "(day)." The caption must be entered in parentheses. The 853X field contains the date printed on the first issue, such as 15. If there is a subfield k in the 853 field, there must be a subfield k in the 853X field.

Subfield l (Fourth Level Chronology)

Subfield l is rarely used.

The 853 field contains the caption for the fourth level of chronology and the 853X field contains the date printed on the first issue. Subfield l is used for the fourth level of chronology. If there is a subfield l in the 853 field, there must be a subfield l in the 853X field.

Subfield t (Copy Information)

Use of this field is optional.

The 853, 854, and 855 fields contain copy caption information (e.g., c). The 853X, 854X and 855X fields contain the copy number (e.g., 1, 2).

Subfield u (Bibliographic Units per Next Higher Level)

Subfield u is used only in the 853 field and specifies the number of units per next higher unit. Subfield u is numeric and must be repeated for each additional level of enumeration. Only subfields a, g, and h do not have corresponding subfield u's.

In the case of combined issues, the number in subfield u should match the total number of issues in the volume without decreasing the number to match any combinations. For example, if numbers 3 and 4 of a quarterly publication are combined into one issue, labeled 3/4, subfield u should be 4 – not 3.

Subfield v (Numbering Continually)

Subfield v is used only in the 853 field. It contains numbering continuity information. It should appear after subfield u and is repeated for each instance of subfields b through f.

Valid codes are "c" for numbering that is continuous over volumes (e.g., no. 234, no. 235, no. 236 … no. 255, no. 256, no. 257, etc.) and "r" for numbering that restarts at the completion of a unit (e.g., v.1:no.1, v.1:no.2, v.1:no.3, v.1:no.4, v.2:no.1, v.2:no.2, etc.).

Subfield w (Frequency)

Subfield w is a mandatory field.

It is used only in the 853 field and defines the frequency of issues. The frequency determines the publication date of all the items that are opened based on the pattern described in the 853 and 853X fields. The publication date of the first issue to which the pattern is intended to open items, as specified in subfields i, j, k, and 3 of the 853X field, is the starting point for the calculation of issue dates.

The following frequency codes are valid in LINCC:

Code	Description	Interval
a	Annual	1 year
b	Bimonthly	2 months
c	Semiweekly	Twice a week
d	Daily	1 day
e	Biweekly	2 weeks (14 days)
f	Semiannual	Twice a year (6 months)
g	Biennial	2 years
h	Triennial	3 years
i	3 times a week	3 times a week
j	3 times a month	3 times a month
m	Monthly	1 month
q	Quarterly	3 months
s	Semi-monthly	Twice a month (the 1st day is the day specified in 853x subfield 3 and the 2nd day is that plus fourteen)
t	3 times a year	4 months
w	Weekly	1 week

The frequency should equal or exceed the number of issues actually printed. For example, if the serial is published eight times a year, assign the frequency "monthly" to subfield w, and specify in subfield y the four issues that should be omitted.

The frequency may also be recorded as a number as long as subfield y is also used. A number is used to specify the issues per year when issues come regularly, but there is no code established for their interval (e.g., 5, 7, or 13 per year).

Subfield x (Calendar Change)

Subfield x is used in the 853 field to identify the month or season of a calendar change. A two-character code (MM or season) identifies the month or season of change. A four-character code (MMDD) identifies the month and day of change.

- Months are identified by numeric code (01 – 12).

- Days are identified by the day in the month (01 – 31).

- Seasons are represented by numeric codes (21 = spring, 22 = summer, 23 = fall, 24 = winter).

Subfield y (Regularity Pattern)

Subfield y is mandatory for frequency codes c, i, and j, specified in subfield w.

Subfield y is used only in the 853 field and is used to qualify or modify the regularity of the pattern recorded in subfield w. It is used for regular exceptions to a specific regular pattern. It contains coding that specifies which issues are published or omitted. It can contain coding indicating variances between the enumeration scheme and chronology. This subfield can be repeated in the 853 and 854 fields.

Subfield y has three elements which must be entered in the following order:

- **Publication Code**: Indicates whether the subsequent issues are to be omitted or published. Use "o" for publication omitted, "p" for published, or "c" for combined.

- **Publication Code Definition**: May refer to either enumeration or chronology. Use "m" for month, "s" for season, and "d" for a specific date. Use "D" for a particular day.

- **Chronology Code**: Indicates the days, weeks, months, and/or seasons when the issues are or are not published. Values can be repeated if multiple issues are to be received within the defined time period. Chronology codes are entered in the order in which they occur within the calendar year.

  - If using a lowercase "d" to represent date, enter the code of the month (01-12) and the number of the day in the month (01-31) (e.g., March 15 is recorded as 0315).

  - If using an upper case "D" to represent the specific day of the week, use its code (0 = Sunday, 1 = Monday, 2 = Tuesday, 3 = Wednesday, 4 = Thursday, 5 = Friday, 6 = Saturday). This enables the omission of any day (e.g., omit Saturday by entering "oD6").

  - Months are entered using the code of the month (01-12).

  - Seasons are entered using a standard two-character code (21 = spring, 22 = summer, 23 = fall, 24 = winter).

  - Combined issues are designated by a slash (/).

▪ Multiple chronology codes should be separated by a comma (e.g., 0,3 to indicate Sunday and Wednesday).

Chronology Code Examples

Subfield y	Explanation
pm04,08,12	Published in the months Apr, Aug, and Dec
ps21,23	Published in the seasons spring and summer
pd0101,0115,0201	Published on the days Jan 1, Jan 15, Feb 1
om06,12	Publication omitted in June and Dec
os24	Publication omitted in the winter season
od0615,1215	Publication omitted on the days June 15th and Dec. 15th
oD0,6	Publication omitted every Sunday and Saturday
pm03,06,09/12	Published in the months Mar, June, and Sept/Dec (combined issue)

Subfield 3 (Issue Date of First Issue)

Subfield 3 is used only in the 853X field and indicates the publication date of the first issue of the pattern. The date should be entered in YYYYMMDD format.

Subfield 8 (Field Link and Sequence Number)

Optional in LINCC.

Holdings records can have multiple patterns. Subfield 8 links the pattern to the holding statement expressed in the 863, 864, or 865 field and the 866-868 fields. When a new pattern is created, subfield 8 will increment by 1 (e.g., 1.1, 1.2, 1.3, etc.). The pattern with the highest subfield 8 link is considered the active pattern. Subfield 8 in the 853X, 854X, and 855X fields must contain the same value as that in the 853, 854, or 855 fields. Each item created will have the relevant linking number displayed in its item form.

Subfield 9 (Link to Relevant Subscription Copy)

Subfield 9 must be entered manually.

Subfield 9 is used in the 853X, 854X, and 855X fields. It contains the system-supplied subscription sequence number of the linked subscription.

Lesson 7: Previewing Prediction Patterns

The prediction pattern can be viewed to verify that it is set properly before items are opened to check-in.

To preview prediction patterns in the Cataloging module:

1. After editing the holdings record, click on the **853X** field.

2. On the **Edit Actions** menu, click **Preview Publication Schedule**.

To preview prediction patterns in the Acquisitions/Serials module:

1. Search for and retrieve a title.

2. Select the **[N] Patterns** node.

3. In the upper pane, click the **2. 85xX** tab.

4. In the lower pane, click the **5. Expected Schedule** tab.

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Unit 7: Claiming Issues

Manual claiming or batch claiming can be used to claim issues.

Lesson 1: Generating a Manual Claim

Manual claims can be performed on any item that is checked-in through the Acquisitions/Serials module. A single form is used to record the claim and all subsequent communication by the library or from the vendor about the specific claim. Once a claim has been submitted, the Claim List can be accessed by selecting the [C] Claims node under the Subscription node. This Claims node is sensitive to the subscription record selected and will display all claims for items corresponding to the subscriptions. The Claims node under the Item node is sensitive to the item record selected in the Item List node.

To claim issues:

1. Select the **Check In** node. In the upper pane, click the **2. Expected/Not Arrived** tab.

2. Select the item to be claimed, and then click **Claim**. A Claim List form will appear.

3. Click **New**.

4. In the lower pane, click the **Serial Claim Details** tab and complete the following fields:

    ▪   **Claim Text**: Enter a note (up to 200 characters) that will be included in the letter to the vendor.

    ▪   **Claim Date**: Enter the claim date, or click the arrow to select a date from the calendar.

    ▪   **Format**: Select a letter format.

5. Click **Add**.

6. A claim letter will appear. Click **Print** or **Close**. The claim information will be recorded in the Claim List. The library's claim information is displayed in the column labeled Claim Date.

7. Click **Cancel**.

To reply to a claim:

1. Select the item that has been claimed, and then click **Claim**. The Claim List will appear.

2. In the upper portion of the Claim List, select the entry to which the vendor is replying.

3. In the lower portion, edit the following fields:

    ▪   **Claim Reply**: Enter information received as a reply from the vendor, or click the arrow to view available options, and then select the appropriate reply.

    ▪   **Reply Date**: Enter the vendor reply date, or click the arrow to select a date from the calendar.

    ▪   **Expected Arrival Date**: Enter the expected arrival date in the field, or click the arrow to select a date from the calendar.

4. Click **Update**. The information will appear in the Reply Date column.

5. Click **Cancel**.

To manage claims using the Claims node:

1. Select the **Subscription List** node, and then select the appropriate subscription.

2. Select the **[C] Claims** node. All claims for issues belonging to the selected subscription will be displayed in the upper pane.

3. Select the appropriate issue and record information as necessary in the lower pane (e.g., second claim, replies from vendors). Click **Delete** to delete a claim.

Lesson 2: Generating Batch Claims

Batch claiming requires that the Send Claims field of the Subscription Record be set to "Yes" and that the First Claim, Second Claim, Third Claim, and Fourth Claim fields be completed. The batch service can be used to run a report without printing letters or updating the database, if desired.

To run the Print Claim Letters/Report service:

1. On the **Services** menu, point to **Serials**, and then click **Print Claim Letters/Report (serial-44)**.

2. The Print Claim Letters/Reports window will appear.

3. Complete the following fields:

- **Input File**: Leave blank.

- **Input File Type**: Leave at the default setting.

- **Output File**: Enter a file name for the report. The file name must be entered in lowercase, with no spaces or special characters except underscore and hyphen.

- **Output Type**: Select the output type.

- **Letter Format**: Leave at the default setting.

- **Report Format**: Leave at the default setting.

- **Sort Report Output By**: Select Title or Vendor.

- **Sublibrary**: Select the sublibrary to be included on the report, or select All to include claims for all campus subscriptions.

- **Vendor Code**: Leave this field blank to include all vendors, or click the arrow to view available options, and then select a vendor code.

- **No. of Claims Filter**: Select the appropriate filter.

- **Update Database**: Select Yes to update the database when the process is run. This will automatically record the appropriate claim on the issues. If No is selected, letters can be viewed and printed, but the database will not be updated to indicate that the issues have been claimed.

- **Item Status**: Retain the default option (Include the following item statuses), and then select Periodical.

- **Item Process Status**: Retain the default option (Include the following item process statuses), and then select All. Do not select any other options in the list.

- **Create Triggers**: Not used.

- **Triggers Department**: Not used.

4. Click **Submit**.

5. Retrieve the report in the **Task Manager**. (In the **Administration** activity tab, click the **File List** node.)

6. The Task Manager will appear. The lower pane lists remote files on the server; the upper pane lists files that have already been downloaded to the local computer. The files on the server are automatically sorted in date descending order; the most recently run files appear at the top of the list. Find the appropriate file in the list of files on the server (the lower pane).

7. To transfer the file to the local computer, double-click the file name (or click once on the file name to select it, then click the up arrow in the middle of the window).

8. A prompt confirming that the remote file should be copied will appear. Click **OK** to transfer the file. (The name of the local file can be changed by entering a new name in the Local File Name field.)

9. The file will appear in the upper pane (i.e., the file has been saved on the local computer). To see a print preview, double-click the file name. To print the letters or report, click **Print**.

Unit 8: Routing

Routing lists can be used to distribute periodical issues to interested faculty or staff. If a routing list exists for a particular subscription, LINCC will display a list that can be attached to each issue when issues are checked-in.

Lesson 1: Setting Up a Routing List

Periodicals can be set up so issues can be routed to patrons. A routing list must have a group leader.

To create a routing list:

1. Search for the serial title.

2. Select the **Subscription List** node, and then select the subscription to which the routing list will belong.

3. Select the **Routing Lists** node. The Routing List tab will appear in the upper pane. Click **New**.

4. In the lower pane, click the **1. Routing Info.** tab.

5. Complete the following fields:

   ▪ **Sub. Sequence**: The subscription sequence number matching the selected subscription will appear as the default.

   ▪ **Group Leader ID**: Click the list icon to view the patron database, and then select the group leader.

   ▪ **Add as Member**: Select this check box to add the leader of the group to the list of members.

   ▪ **Budget**: Click the list icon to view the Budget List, and then select the budget associated with the routing list. This is for informational purposes only – the budget will not be debited.

- **Loan Serial**: If this check box is selected, the system will loan the item to the group leader using the Circulation module's Loan function. This means that the loan will be displayed in the LINCCWeb catalog (OPAC) in the patron's list of loans. A due date will be displayed and the library can send the patron overdue notices. The due date is calculated as the number of loan days per member multiplied by the number of members.

- **Loan Days per Member**: Enter the number of days that each member may keep the item. This field is mandatory if the Loan Serial check box is selected.

- **Group Status**: Select Active or Inactive.

- **Note**: Enter relevant notes.

6. Click **Add**.

7. In the lower pane, click the **2. Members** tab, and then click **Modify**.

8. The Routing Group Member Form will appear. In the **Group** field, enter a group number (e.g., 1, 2). Click **Update** to assign a routing list number to the group leader.

9. In the lower pane, click **New**. The Routing Group Member window will appear. Click the list icon to select a member from the patron database.

10. Click **Update**. Additional members will be listed in the 2. Members tab.

To route issues:

1. Check-in an issue.

2. One of the following actions will occur:

- If the Loan Serial check box was selected, a message may appear. This is a generic message indicating that a problem of some kind exists (e.g., patron borrower status may have expired or a block may exist). To find out the exact nature of the problem, go to the Circulation module and check the patron's record for an expiration date and global or local blocks.

  Click **OK**. The message will not prevent the issue from being routed and loaned.
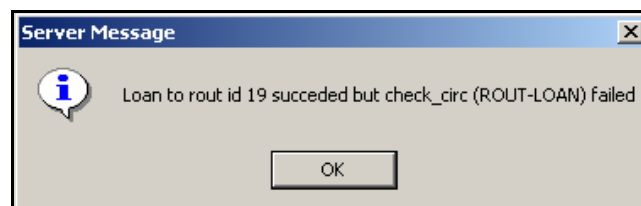
▪ If the Loan Serial check box was *not* selected, or if there are no problems with the patron's record, a message window will indicate that the subscription has a routing list.

Click **OK**. The serial routing list will be displayed automatically, and can be printed.

Lesson 2: Returning an Issue

To be returned, an issue must be checked-in through the Return Item from Routing Group utility in the Acquisitions/Serials module or through the Circulation module. In either case, a barcode will be required.

To use the Return Item from Routing Group utility:

1. On the **Utilities** menu, click **Return Item from Routing Group**.
2. Enter the barcode and click **OK**.

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Unit 9: Discard/Binding Procedures

Binding occurs when a group of items (serial issues or series volumes) are bound into a single new item (bound volume). The individual issues are deleted, although they remain in the system as historical items. Some of the services available for binding are also useful in discarding issues.

Before beginning, it may be helpful to view or print the Bind Alert Report found in the Acquisitions/Serials module to determine which titles are ready for the bindery.

Lesson 1: Using the Completed Volumes Report

The Completed Volumes report indicates volumes that are complete and may be considered ready for binding or discarding.

To print the Completed Volumes report:

1. Search for and retrieve a title.
2. Select the **Subscription List** node and choose the appropriate subscription.
3. Select the **Item List** node.
4. In the upper pane, click **Completed Volumes**.
5. Select the **Sublibrary** and **Subscription** filter, and then click **Print**. The completed volumes report will appear.

Lesson 2: Printing the Bind Alert Report

The Bind Alert Report generates a report that alerts staff to journal volumes and their issues that should be examined for binding readiness. It identifies the titles and volumes that are ready for binding or discarding, according to parameters set by the library. It prepares a printed report which lists each of the relevant issues. The output file can also be used to produce binding slips.

The Bind Alert Report includes choices for Discard, and can be used easily as a Discard Alert Report. If discard routines have been customized, they have been mapped to produce this report. If no discard routines exist, no report will be produced. To customize discard routines so they appear on a drop-down list on the subscription record, submit a policy file change request to the CCLA Service Desk.

To print the Bind Alert Report:

1. On the **Services** menu, point to **Serials**, and then click **Bind Alert Report**. The Bind Alert Report form will appear.

2. Complete the following fields:

    -   **Input File**: Leave blank.

    -   **Input File Type**: Leave the default selected.

    -   **Report File**: Enter a name for the file. The file name must be entered in lowercase, with no spaces or special characters except underscore and hyphen.

    -   **Sort Report By**: Select a sort method.

- **Output File**: Enter the name for the output file. The file name must be entered in lowercase, with no spaces or special characters except underscore and hyphen. This file contains the issues that have been retrieved and can be used as an input file to the Serial Binding Slip (bind-02) service, if desired.

- **Collection**: Enter the applicable collection code (e.g., PER).

- **Binding Priority**: Select a binding priority. Select Discard for a discard report.

- **Binding Type**: Select a binding type. Select Discard for a discard report.

- **Binder Code**: Leave blank.

- **Change to Item Process Status**: Select a process status to be assigned to all issues of volumes that are deemed ready for binding. The selected process status can be used as a retrieval parameter for the Serial Binding Slip (bind-02) service.

- **Create Triggers**: Not used. Leave the default (No) selected.

- **Trigger Department**: Not used. Leave the default (All) selected.

- **Update Database?**: Select Yes to change the item process status of the issues. Select No to view a report on issues that are deemed ready for binding.

3. Click **Submit**.

4. Retrieve the report in the **Task Manager**. (In the **Administration** activity tab, click the **File List** node.)

The Binding Process

The binding process is accessed through the Items activity tab in the Acquisitions/Serials module and in the Cataloging module. The following procedures describe the binding process from the Acquisitions/Serials module.

To bind items from the Acquisitions/Serials module:

1. Retrieve the title in the **Acquisitions/Serials** module.

2. Select the [**M] Item List** node.

3. Click **Bind/Changes**. The issues available to be bound are listed on the left side of the Items List for Binding window. Items to be bound will eventually be listed on the right side of this window.

4. Right-click in the column heading of the Items List for Binding window, and then select **Status** and **Sublibrary** as column headings.

5. Collate items into the right side of the window for binding by selecting each item in the left frame and clicking the right arrow to move the items over to the right frame. Multi-select items to be bound by holding the SHIFT key or by pressing the CTRL key and clicking selected issues.

    If an item is inadvertently moved from the left frame to the right frame, it can be moved back by selecting the item and clicking the left arrow.

6. Select all entries in the right frame and click **Bind**.
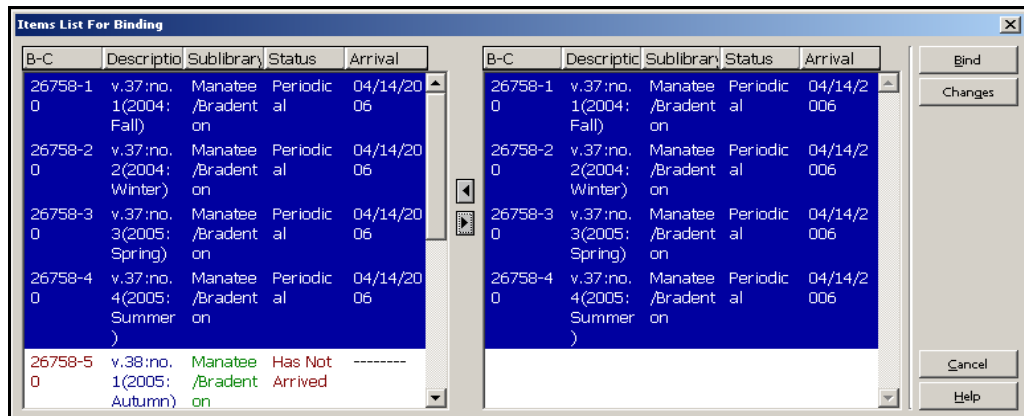
7. The Item form will appear. Enter information regarding the bound volume. If the item is not linked to a pattern, Enumeration Levels and Description fields are required. If the item is linked to a pattern, click the **5. Serial Levels** tab and change the **Enumeration** to correspond to the bound volume. Click the **4. Serial Information** tab and delete the information in the **Description** field.

8. Click **Update**. The Material Type and Item Process Status fields change automatically with this process and do not need to be manually changed. The Material Type changes from ISSUE to ISSBD and the Item Process Status changes to SB.

    The items to be bound will appear in the Items List. The items which comprise the newly bound volume are automatically deleted from the list. However, they remain in the system as historical records.

To view items comprising a bound volume:

1. Retrieve the title in either the **Acquisitions/Serials** module or in the **Cataloging** module and select the **Items List** node.

2. Select the item from the **Items List** in the upper pane.

3. Select the **[H] History** node. The 3. Item Changes tab will contain detailed information about changes to the item.

H.Date	H. Hour	Cataloger	Cause	Sequence
06/06/2007	0713 PM	CCLA	Process Status ,Material Type	3290
06/06/2007	0713 PM	CCLA	Deleted (Bound)	3290
06/06/2007	0713 PM	CCLA	Deleted (Bound)	3290
06/06/2007	0713 PM	CCLA	Deleted (Bound)	3290
06/06/2007	0713 PM	CCLA	Deleted (Bound)	3290
06/06/2007	0713 PM	CCLA	Deleted (Bound)	3290
06/06/2007	0713 PM	CCLA	Deleted (Bound)	3290
06/06/2007	0713 PM	CCLA	Deleted (Bound)	3290

Tabs: 1. Loans: 0 | 2. Hold Requests: 0 | 3. Item Changes

4. Click **View** to see the details of the individual items.

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Unit 10: Using the Task Manager

The Task Manager enables staff to view or print reports and letters and to monitor the progress of various jobs that have been run or are running. The Task Manager is located in the Administration activity tab in each module. Depending on the module, the Task Manager will be present with other functions (e.g., Course Reserves, Partners, and Budgets), or it will be the only entry (as in the Cataloging module).

The Task Manager has four nodes: File List, Batch Log, Batch Queue, and Print Daemon. Print Daemon is not used.
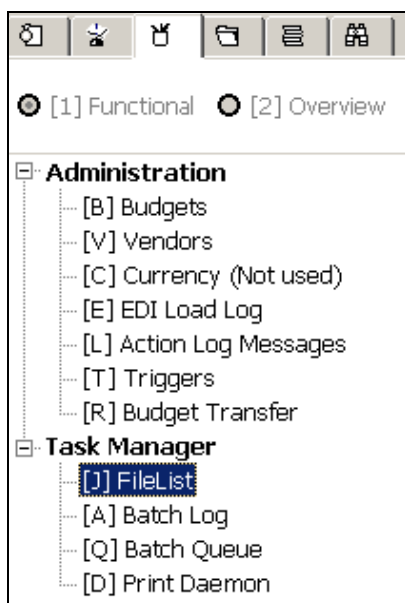
Lesson 1: Using the File List

The File List is used to view or print reports and letters that have been run from the Services menu in any module or that have been placed there by CCLA. It is the most commonly used function of the Task Manager. The files on the server are displayed in the lower pane; files that have been copied to the local computer are displayed in the upper pane.

Key sections are described below:

- **Library**: Indicates the library to which the user is connected, such as the XXX50, XXX30, or FCC01, etc.

- **Clear Filter**: Used to remove a filter which was created by using the View Printouts button in the Batch Log node so that all files on the remote server are shown in the lower pane.

- **Delete**: Used to delete reports or letters that have been copied to the upper pane. Functional only for local files.

- **Rename**: Used to rename reports or letters that have been copied to the upper pane. Functional only for local files.

- **Print**: Prints the selected file. Can be used with Local or remote files.

- **Refresh**: Refreshes the list of files shown in the lower pane. Functional only for remote files.

- **Print Configuration**: Used to determine how the report or letters will be printed. The default view is Print Preview. Other options are Normal Printing (used with e-mail), View Raw XML, and Browse XML.

- **Setup Type**: Active when Normal Printing is selected. Used to determine how the report or letter will be printed. Options are Print, E-mail, or Both.

- **Print Setup**: Active when Normal Printing is selected. Options are Y or N.

- **Sort By**: Sorts the files in the upper and lower panes. The default is Date/Time Descending.

To print a report or letter in the File List:

1.   Click the **Administration** activity tab in any module.

2.   Click the **File List** node.

3.   Locate the desired report or letter in the lower pane.

4.   Click **Print** to display a print preview (or double-click the file to transfer it to the upper pane and then click **Print**).

> **LINCC learn Tip**
>
> If a report that has been submitted does not appear in the File List, contact the CCLA Service Desk. The submittal form's parameters may be causing it to retrieve too large a set of records to enable it to finish in a reasonable amount of time.
>
> For example, the date range may be too large or a sublibrary may not have been selected, causing the report to run for the entire college. CCLA can end any job that is taking too long to run. The submittal form can be reviewed, changes made to narrow the report, and the report can be resubmitted.
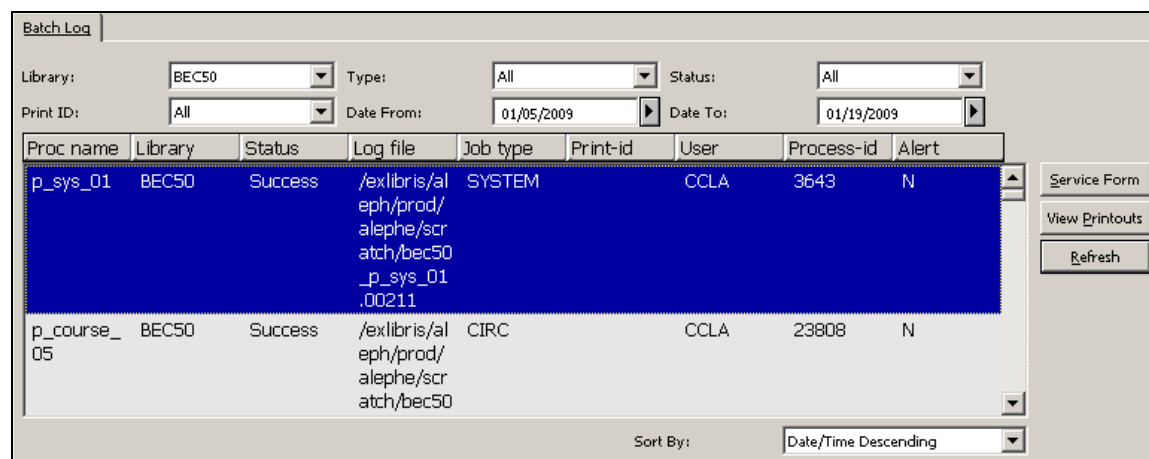
Lesson 2: Navigating the Batch Log

This lesson provides a closer look at the functions of various elements of the batch log. The Batch Log can be used to monitor the running of each job and to troubleshoot jobs in which a problem occurred. It lists the batch processes that have run or are currently running.

Batch Log Node: Upper Pane – Batch Log tab

When the Administration activity tab is clicked and the Batch Log node is selected, the Batch Log appears in the upper pane. The Batch Log tab displays each job with basic information about it.

The following fields and options are available on the Batch Log tab:

- **Library**: Indicates the library to which the user is connected, such as the XXX50, XXX30, FCC01, etc.

- **Print ID**: Not used.

- **Type**: Filters the list of jobs based on the selection made. Choices are tied to USERID and module and include: All, Only Mine, Run from server, Acquisition, Cataloging, Circulation, ILL, Indexing, Items, Serial, Staff, and System.

- **Status**: Filters the list of jobs based on the status of the job. Choices are: All, Success, Done with errors, Abort, Running, and Failed.

- **Date From/Date To**: Filters the list of jobs according the date the job was run.

- **Service Form**: Retrieves the submittal form corresponding to the selected job. Changes can be made to the form as needed and resubmitted if the report does not contain desired results.

- **View Printouts**: Filters the File List so that only print outs associated with the job selected in the Batch Log are shown in the lower pane of the File List. To remove the filter so that all files appear in the lower pane of the File List, click Clear Filter.

- **Refresh**: Refreshes the list of files shown in the upper pane.

To use the Service Form:

1. Select a job in the upper pane.

2. Click the **Service Form** button.

3. Review the form and make any necessary changes.

4. Click **Submit**.

5. Click the **File List** node, and then click **Refresh** in the upper pane. The new report will be listed in the lower pane.

> If the report does not appear immediately, it may still be running. Click Refresh again until the file appears in the lower pane of the File List.

To use the View Printouts feature:

1. Select the job in the upper pane.

2. Click **View Printouts**. The focus will shift to the File List. The only file displayed in the lower pane will be that corresponding to the result of the selected job.

3. Click **Print** to display a print preview (or double-click the file to transfer it to the upper pane and then click Print).

4. In the File List upper pane, click **Clear Filter** to remove the filter. All files will be displayed in the lower pane.

Batch Log Node: Lower Pane – Tab 1. Batch Job Details

The 2. Batch Job Details pane displays more complete details about the job selected in the upper pane.
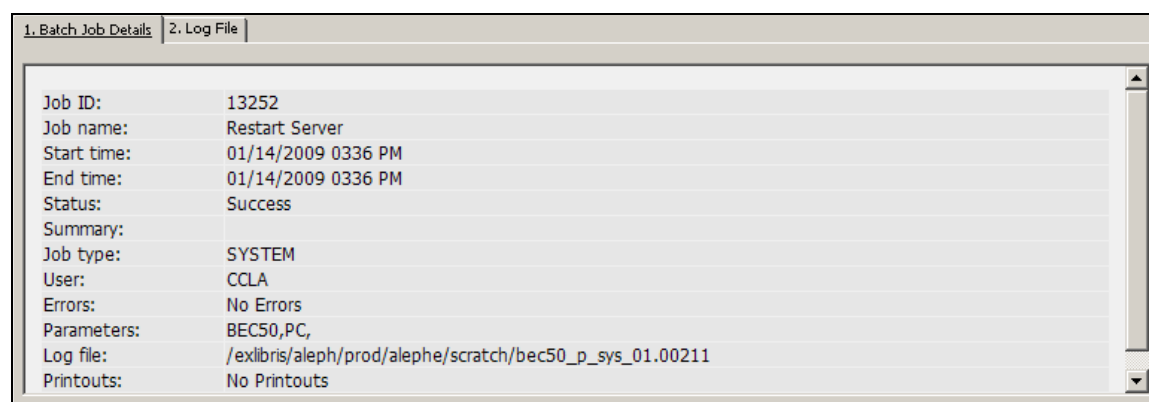
Batch Log Node: Lower Pane – Tab 2. Log File

The 2. Log File tab displays complete data from the log file about the job selected in the upper pane.
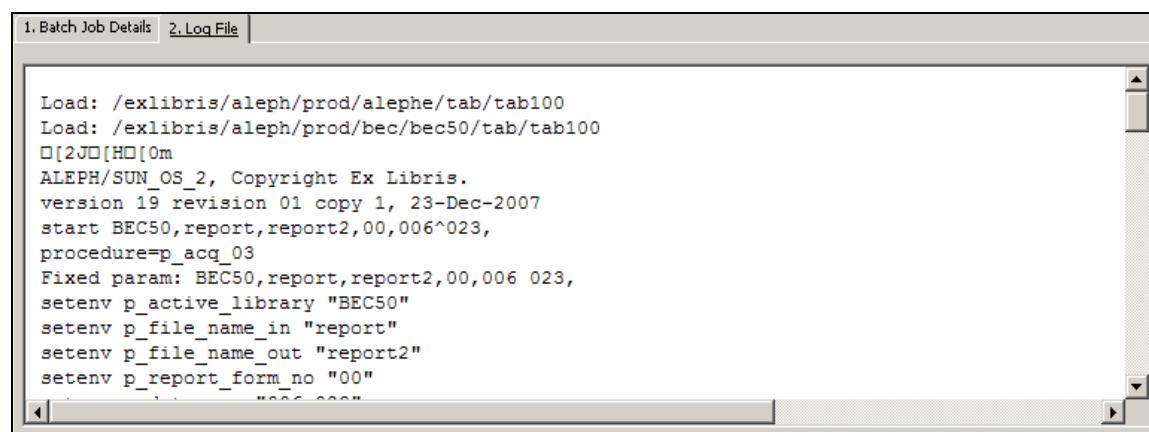
Lesson 3: Using the Batch Queue

The Batch Queue displays the jobs waiting to be run. Jobs will run as soon as previously submitted jobs finish. The Batch Queue can be used in conjunction with the Batch Log to troubleshoot problems with reports and letters.

Batch Queue					
Library:	BEC50				
Status: Running					
Seq. no.	Target	Proc	Date	Time	
00219		p_acq_02	01/20/2009	00	Delete
					Change Runtime
					Refresh
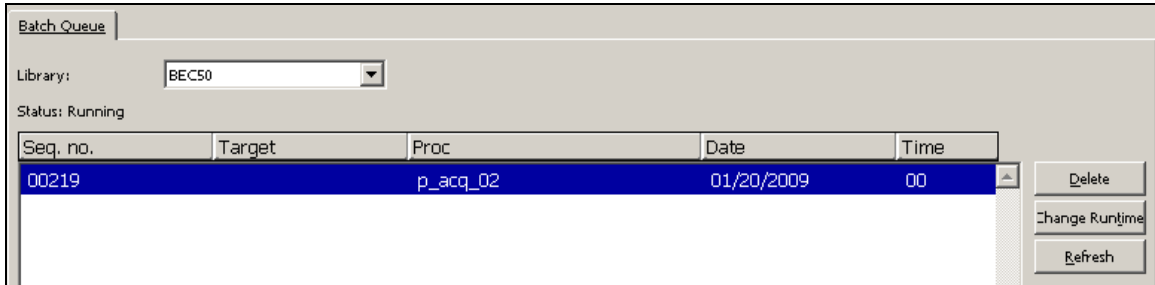
Fields in the Batch Queue are described below:

- **Library**: Indicates the library to which the user is connected, such as the XXX50, XXX30, FCC01, etc.

- **Status**: Indicates whether the Batch Queue is running or not running. Reports and other services will only be run if the Batch Queue is running. If it is not running, CCLA must be contacted to restart it.

- **Delete**: Deletes the highlighted job to prevent it from running.

- **Change Runtime**: Enables staff to change the date and/or time a job will run. Clicking this option will cause the Change Entry's Runtime dialog window to appear so that the date and time during which the job will run can be changed.

- **Refresh**: Refreshes the list of files shown in the batch queue.

Unit 11: Running Serials Reports and Services

Some reports and services for serials can be run from the Services menu in the Acquisitions/Serials module.

Lesson 1: Running the List of Issues Expected to Arrive report

This report lists issues that are expected to arrive within the specified timeframe. The timeframe includes the From and To dates entered. The report includes a scannable barcode and can be used during periodicals check-in.

To run the List of Issues Expected to Arrive report

1. On the **Services** menu, point to **Serials** and then click **List of Expected Issues (serial-17)**. The submittal form will appear.

2. Complete the following fields:

   ▪ **Output Report Name**: Enter a file name. The file name must be entered in lowercase, with no spaces or special characters except underscore and hyphen.

   ▪ **From Date**: The service retrieves unarrived issues that are expected to arrive from (and including) this date.

- ▪ **To Date**: The service retrieves unarrived issues that are expected to arrive up to (and including) this date.

- ▪ **Sublibrary**: Select a sublibrary.

- ▪ **Item Process Status**: Select an item process status or leave the default selection. The default is All.

- ▪ **Collection**: Enter the collection code of issues to be included on the report. Leave this field blank to include all collections.

- ▪ **Sort by**: Choose the sort order of the report.

3. Click **Submit**.

4. Retrieve the report in the **Task Manager**. (In the **Administration** activity tab, click the **File List** node.)

Appendix A: Glossary

Activity Tabs — Tabs that appear above the Navigation Tree and correspond to major activities within a specific module. When an activity tab is clicked, the Navigation Tree and upper and lower panes will display related information and options.

ADM — The three-letter code for the Administrative Library, or database, which is associated with each community college. This is also represented by XXX50, where XXX is the three-letter institution code that has been assigned to a specific college. For example, IRC50 is the Administrative Library for Indian River Community College and MDC50 is the Administrative Library for Miami Dade College. The ADM contains data about acquisitions, serials, circulation, and users (library staff and borrowers).

ADM Doc Number — The numeric code assigned to each administrative record. Generally, administrative records are linked to bibliographic records. The ADM doc number corresponding to the bibliographic record is different for each college. As a result, bibliographic records can be searched for and retrieved by the college's ADM doc number.

Application Toolbar — The toolbar at the bottom of the screen that indicates the connection status of the program, the application icons that can be clicked to open or switch modules, and setup icons that enable customization of the interface.

AUT — The three-letter code for the Authority Library, or database, located on the server at CCLA and shared by all 28 community colleges. The AUT, also represented as FCC10, contains the authority records of preferred forms of headings and relationships between them.

Base — The base, seen in the Search feature in every module, indicates which database is to be searched. Examples of bases are LINCC BIB, LINCC AUT, Okaloosa-Walton BIB, and Library of Congress.

BIB — The three-letter code for the bibliographic library, or database, located on the server at CCLA and shared by all 28 community colleges. The BIB, also represented as FCC01, contains the bibliographic records for all community colleges.

Cataloging Bar — The toolbar in the Cataloging module used to search for bibliographic records by system number. Once a record is selected, the Cataloging bar will contain brief information about the record, including system number, title, author, and year of publication.

Client — The LINCC library management system (LMS) functions as a client-server relationship. The term "client" is used to describe the Aleph software installed on the local computer. The client interacts with the server located at CCLA.

Functional Mode — The default working mode in each module, visible above the Navigation Tree. When a record is displayed in any module, the Functional mode enables specific actions to be taken, such as creating an order and loaning an item. The alternate mode is Overview mode.

HOL — The three-letter code for the Holdings Library, or database, located on the server at CCLA. The HOL, also represented as FCC60, contains the summary holdings records for all community colleges.

Invoice Bar — The toolbar in the Acquisitions/Serials module used to search for invoices by vendor or to create a new invoice. Once an invoice has been selected, the Invoice bar will contain brief information about the invoice, such as vendor and invoice number.

Item Bar — The toolbar in the Circulation and Cataloging modules used to search for items by selected parameters. Once a record has been selected, the Item bar will contain brief information about the record such as BIB number, ADM number, title, author, and year of publication.

Library — A database in LINCC. There are currently five databases: the bibliographic library (BIB), the authority library (AUT), the holdings library (HOL), the administrative library (ADM), and the course reading/reserve library.

Local Drive — The hard drive of the local personal computer on which the LINCC client is installed. The command "Save on Local Drive" will save a bibliographic record to the local drive and will not update the shared bibliographic database on the server at CCLA.

Lower Pane — The lower right portion of the module interface where information and available options are displayed. The lower pane is governed by the node selected in the Navigation Tree. The display can consist of a form, a list, or a record and usually contains detailed information relating to the line selected in the upper pane.

Menu Bar — The toolbar at the top of the screen that contains drop-down menus with access to functions that can be accomplished in the module.

Navigation Pane — The area of the screen that contains the activity tabs and the Navigation Tree.

Navigation Tree — The Navigation Tree appears on the left side of the screen, in the Navigation Pane, and contains nodes that can be selected to access information or perform specific activities. Available options vary according to the activity tab that is selected. The Navigation Tree is similar in concept to a table of contents which leads to major functions within the selected activity tab.

Node — Options available in the Navigation Tree that represent various activities and sub-activities used to navigate within a module. Nodes are dependent on the module and the selected activity tab. The nodes of the Navigation Tree activate different areas of the screen when selected.

Order Bar — The toolbar in the Acquisitions/Serials module used to search for orders by selected parameters. Once a record has been selected, the Order bar will contain brief information about the record such as BIB number, ADM number, title, author and year of publication.

Overview Mode — One of two working modes available in each module, visible above the Navigation tree. When a record is displayed in any module, selecting Overview will allow the record to be transferred to another module or function by selecting the relevant record in the tree and clicking a function button (Cataloging, Items, Circulation, Orders, Serials, or Search). The alternate mode is Functional Mode.

Patron Bar — The toolbar in the Circulation module used to search for patron records. Once a record has been selected, the Patron bar will contain brief information, such as patron name and ID.

Serial Bar — The toolbar in the Acquisitions/Serials module used to search for serials by selected parameters. Once a record has been selected, the Serial bar will contain brief information about the record such as BIB number, ADM number, title, and year of publication.

Server — The hardware located at CCLA that contains the libraries (databases) shared by all community colleges: the Bibliographic Library (BIB), the Authority Library (AUT), and the Holdings Library (HOL). The command "Save on Server and Local Drive" will update the bibliographic database on the server at CCLA as well as the local computer.

Split Bar — The horizontal or vertical double line that separates a window into two panes. In many screens, clicking on and dragging a split bar enables the panes to be resized.

Sublibrary — Each community college campus, represented by a five-letter designation, such as BECCO (Brevard Community College Cocoa) and PJCPE (Pensacola Junior College Pensacola).

System Number — The numeric code assigned by LINCC to each bibliographic record. This is the database control number for the record.

Toolbars — Various rows below the Menu bar that contain fields and icons for commonly performed tasks within a module. Examples of toolbars include: Order bar, Serial bar, Item bar, and Patron bar.

Upper Pane — The upper right portion of the module interface where information is displayed. The upper pane is governed by the node selected in the Navigation Tree. The display can consist of a form, a list, or a record. The contents of the upper pane change according to context.

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Appendix B: LINCC Documentation and Help

Documentation for LINCC is extensive and almost exclusively online. The following resources are available to assist you with questions related to specific module functionality or procedures.

LINCC Manuals: LINCC manuals cover the basic functionality of LINCC modules and provide screen shots and simple, step-by-step instructions. Module-specific LINCC manuals are distributed during each on-site training session and are available online from CCLA's Library Staff Resources web page.

LINCC Help Sheets: CCLA has developed "help sheets" to assist library staff in performing LMS-related activities that are unique to LINCC. These help sheets are available online from CCLA's Library Staff Resources web page.

Aleph Module Help: Almost every screen or window in the modules contains a Help menu and a Help option that lead to a description of each field. In addition, a Help icon on the Menu bar allows users to search module-specific help.

Aleph Documentation: Aleph's vendor, ExLibris, provides additional print documentation that includes general information about Aleph implementation. For more information on Aleph documentation, contact the Service Desk.

Additional Resources: Additional resources, in a variety of formats, are available on the CCLA web site. These resources include LINCC discussion lists, which provide additional information from CCLA and other LINCC users; *Linking to LINCCWeb*, which explains the process of developing URLs for LINCC-based products for local college web sites; equipment recommendations; the LINCC Reports Service (LRS); online help for the LINCCWeb catalog (OPAC), SFX, and MetaLib; and much more.

CCLA Service Desk: CCLA's Service Desk is available during all hours of library operation to assist community college library staff with CCLA and LINCC products and services. Contact the CCLA Service Desk by e-mail at servicedesk@cclaflorida.org or by phone at (850) 922-6044 or Sun Com 292-6044 during regular business hours (8:00am to 5:00pm Eastern time, Monday – Friday). At other times, call the Service Desk beeper at 1-800-212-7197.

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Appendix C: Claim Intervals for Subscriptions

Recommended intervals for various periodical frequencies are listed below. These are suggestions for setting up claim intervals in the subscription record; they are not mandatory settings.

Frequency	1st Claim	2nd Claim	3rd Claim	4th Claim
Daily	2	3	3	3
Weekly	5	7	7	7
Biweekly	7	14	14	14
Monthly	14	20	20	20
Bimonthly	30	30	30	30
Quarterly	45	30	30	30
Semi-Annual	60	30	30	30
Annual	90	30	30	30

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Appendix D: Editing the LDR and 008 Fields for Serials

The LDR Field

The LDR field is the first 24 character positions of the holdings record. Most of the data is system supplied; some is supplied by staff. The LDR field defines the record's characteristics in terms of record length, record status, format, encoding level, and base address of the data. The following information describes data that library staff supply.

To edit the LDR field:

1. Retrieve the holdings record.

2. On the **Edit** menu, click **Open Form**.

3. Edit the fields, as needed.

LDR Field - Byte (Position) Descriptions

Byte (position) 05 – Record status
        c = corrected record
        d = deleted record
        n = new record

Byte (position) 06 – Type of record
        u = unknown
        v = Multipart item holdings
        x = Single-part item holdings
        y = Serial item holdings

Byte (position) 17 – Encoding value
        1 = Holdings level 1 (monographs)
        2 = Holdings level 2 (adds acquisitions status, retention policy to level 1)
        3 = Holdings level 3 (summary holdings; can include gaps)
        4 = Holdings level 4 (detailed holdings)
        5 = Holdings level 4 with piece designation (not used in LINCC)
        m = Mixed levels (most often level 2 and level 3)
        z = Other level (not used in LINCC)

The 008 Field

The 008 field contains data, such as local policies, retention policies, method of acquisition, and completeness. All coding, except for the first six positions, is supplied by library staff.

To edit the 008 Field:

1. Retrieve the holdings record.

2. On the **Edit** menu, click **Open Form**.

3. Edit the fields, as necessary.

008 Field - Byte (Position) Descriptions

Byte (position) 06 – Receipt status
 0 = unknown
 1 = other receipt or acquisitions status
 2 = received and complete or ceased. Code value 2 indicates that all parts of a multipart or serial item have been published or that the publication is no longer issued.
 3 = on order
 4 = currently received
 5 = not currently received

Byte (position) 07 – Method of acquisition (reporting only; no functionality)
 d = deposit
 e = exchange
 f = free
 g = gift
 p = purchase
 u = unknown
 z = other method of acquisition

Byte (position) 08-11 – Intent to cancel date
(This field indicates an intent to cancel, the effective date of a cancellation, or the date of the last expected part of a multipart or serial item. It is used for reporting only; no functionality).
 yymm = date of cancellation or last expected part
 uuuu = intent to cancel; effective date not known
 four blanks = no intent to cancel or not applicable

Byte (position) 12 – General retention policy
 0 = unknown
 1 = other general retention policy
 2 = retained except as replaced by updates
 3 = sample issue retained
 4 = retained until replaced by microform
 5 = retained until replaced by cumulation, replacement volume, or revision
 6 = retained for a limited period
 7 = not retained
 8 = permanently retained

Bytes 13-15 – Specific retention policy
   three blanks = no retention policy

Byte 13 – Policy type
   l = latest
   p = previous

Byte 14 – Number of units
   1-9 number of units

Byte 15 – Unit type
   m = month(s)
   w = week(s)
   y = year(s)
   e = edition(s)
   i = issue(s)
   s = supplement(s)

Byte 16 – Completeness
   0 = Other
   1 = complete
   2 = incomplete (95-100%)
   3 = scattered (50-94%)
   4 = not applicable (used for single-part items)

Bytes 17-19 – Number of copies reported
   Three numeric characters indicate the number of copies reported. The number
   is right justified and each unused portion contains a zero.

Byte 20 – Lending policy
   (Reporting only; LINCC ILL module does not consult the XXX60 library)
   a = will lend
   b = will not lend
   u = unknown

Byte 21 – Reproduction policy
   (Reporting only; LINCC ILL module does not consult the XXX60 library)
   a = will reproduce
   b = will not reproduce
   u = unknown

Bytes 22-24 – Language
   Language is set as default

Byte 25 – Separate or Composite copy
   0 = separate
   1 = composite

Bytes 16, 17-19 should be coded accordingly

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Appendix E: Serial Pattern Templates

A pattern template for a serial title is determined by the publishing frequency for the title. The following templates are currently available from the holdings record.

01_daily.mrc	A daily publication that begins with v.1:no.1(2004:Jan. 1).
02_daily_6levels.mrc	A daily publication with six levels of enumeration that begins with v.1:no.1:pt.1:sect.1:unit1:sub-unit1(2004:Jan.1).
03_3timesaweek.mrc	Published 3 times a week; begins with v.1:no.1(2004:Jan.3).
04_semiweekly.mrc	A semiweekly (twice a week) publication that begins with v.1:no.1(2004:Jan.2).
05_weekly.mrc	A weekly publication that begins with v.1:no.1(2004:Jan.01).
06_3timesamonth.mrc	Published 3 times a month on the 1st, 10th and 20th; begins with v.1:no.1(2004:Jan.1).
07_biweekly.mrc	A biweekly (every 2 weeks) publication that begins with v.1:no.1(2004:Jan. 3).
08_semimonthly.mrc	A semimonthly (twice a month) publication that begins with v.1:no.1(2004:Jan.1).
09_monthly_regular.mrc	A monthly publication that begins with v.1:no.1(2004:Jan.).
10_monthly_combined.mrc	A monthly publication that begins with v.1:no.1/2(2004:Jan./Feb.) and combines both enumeration and chronology using the subfield y of the 853 field.
11_monthly_omits.mrc	A monthly publication that begins with v.1:no.1(2004:Jan.) and regularly omits publication in the months Feb., July, and Dec.

12_bimonthly.mrc   A bimonthly publication that begins with
                                        v.1:no.1(2004:Jan.).

13_bimonthly_combined.mrc   A bimonthly publication that begins with
                                        v.1:no.1(2004:Jan./Feb.); note that the chronology
                                        is combined while the enumeration is not.

14_quarterly_months.mrc   A quarterly publication that begins with
                                        v.1:no.1(2004:Jan.) and uses months in the
                                        second level of chronology.

15_quarterly_seasons.mrc   A quarterly publication that begins with
                                        v.1:no.1(2004:Winter) and uses seasons in the
                                        second level of chronology.

16_quarterly_combine.mrc   A quarterly publication that begins with
                                        v.1:no.1(2004:Winter) and regularly combines
                                        issues 3 and 4.

17_3timesayear.mrc   Published 3 times a year in Jan., May, and Sep.
                                        and begins with v.1:no.1(2004:Jan.).

18_semiannual_contin_no.mrc   A semiannual publication with continuous issue
                                        numbering that begins with v.7:no.13(2004:Jan.).

19_semiannual_altern_no.mrc   A semiannual publication that begins with v.3:no.1
                                        = no.5 and has one level of alternative
                                        enumeration.

20_annual.mrc   An annual publication that begins with v.1(2004).

21_annual_index.mrc   An alphabetical index that is published annually.

22_annual_suppl.mrc   An annual supplement.

23_biennial.mrc   A biennial publication that begins with v.1(2004).

24_triennial.mrc   A triennial publication that begins with v.1(2004).

Appendix F: Keyboard Shortcuts for Holdings Records

The following key sequences can be used as "shortcuts" that allow users to quickly perform functions in the Acquisitions/Serials module.

Key Sequence	Function
F2	Help on Field
CTRL + Z	Undo
CTRL + Y	Redo
CTRL + A	Open Template
CTRL + E	Expand from Template
F7	New Subfield
CTRL + F7	Delete Subfield(s)
F5	New Field (choose from list)
CTRL + F5	Delete Field(s)
F6	New Field (user-defined)
CTRL + P	Print
CTRL + F	Open Form
CTRL + X	Cut
CTRL + C	Copy Subfield
CTRL + T	Copy Field
CTRL + D	Copy Record
CTRL + V	Paste
CTRL + R	Delete Record from Server

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Appendix G: Serials File Relationship
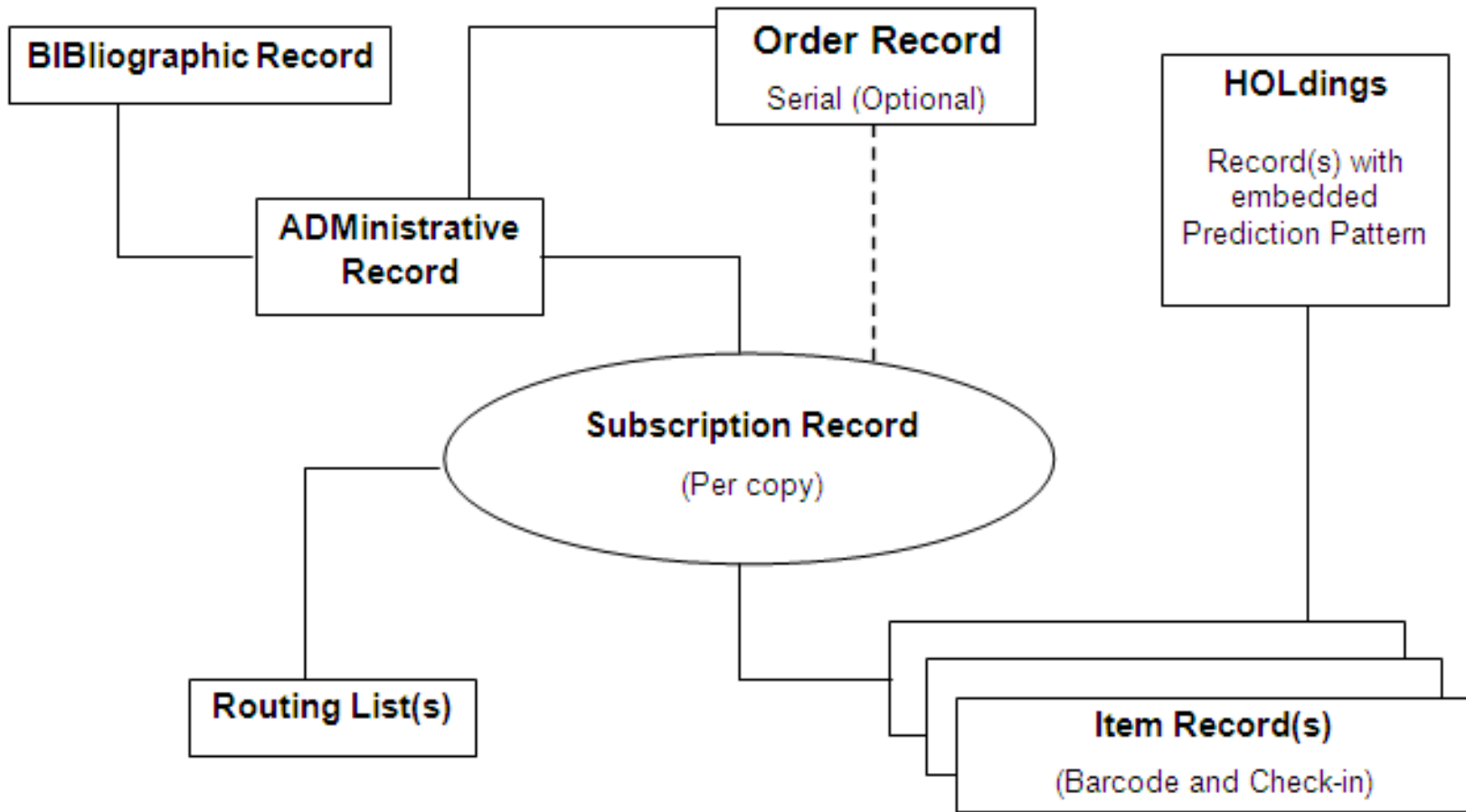
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