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Chapter 1: Introduction

The Basic Serials Control Manual is a training resource and a reference guide to help you manage the status and receipt of the serial collection of your library. The guide presents serials control workflows in task-driven settings and is supported by exercises to help you master the training objectives.

This manual can accompany instructor-led training. It can also be used as a review, reference, or independent study document.

The goal of this course is to train library staff members so that they in turn may act as trainers for others at their branch, campus, or institution.

The Basic Serials Control training manual comprises five chapters. Below is a short summary of each chapter.

Chapter 1: Serials Overview and Record Relationship. Introduces you to serials control and describes the records used in the Serials Control Module.

Chapter 2: Vendor Records. Provides instruction for the process of adding, modifying, reviewing, and deleting vendor records.

Chapter 3: Components of a Serial Control. Introduces the components within the tabs of a serial control record.

Chapter 4: Serials Control Records. Outlines the steps to creating a serial control record.

Chapter 5: OPAC Display Options. Introduces how to configure the display of serials in the OPAC.

Chapter 6: Routing. Explains how to create a routing list.

Appendix 1: Chronology Types. Provides a master table of chronology types.
Conventions

This manual has been designed for use during a SirsiDynix training that is conducted by an instructor. It also has been designed to be used as a reference source following the class. Icons are used throughout the manual for different purposes. The purpose of each icon is described below.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Lightbulb" /></td>
<td>This icon is placed beside a note that will contain extra information.</td>
</tr>
<tr>
<td><img src="image" alt="Exclamation Mark" /></td>
<td>This icon is placed beside warnings. Pay particular attention to this information.</td>
</tr>
<tr>
<td><img src="image" alt="Cross" /></td>
<td>This icon is placed beside a reference. This information will direct you to other manuals or other chapters within this manual.</td>
</tr>
</tbody>
</table>
Chapter 2: Overview and Record Relationship

The Serial Control module manages the status and receipt of the serial collection in your library. It contains publication pattern information so that SirsiDynix Symphony can predict issues. It helps automate the claiming process for the library. Serial control records keep track of what you have received and can display this information to staff and patrons.

Upon completion of this chapter, you will be able to:

- Understand the record relationships within the Serial Control Module

Record Types

SirsiDynix Symphony’s Serial Control Module uses the following types of information to manage serials: title records, serial control records, prediction records, receipt records, claim records, and routing records.

Vendor/Order Record

To generate claims for serial issues, the serial control record must be linked to either an order or vendor.

Title Record

To place a title under serial control it must first have a title record in the catalog. It may be a full MARC record or a brief title with the format of SERIAL so that the Frequency Code fixed field will appear. When this record exists the receipt of each copy of each issue for the title can be monitored.

Serial Control Record

The serial control record contains publication pattern information so that SirsiDynix Symphony can predict issues. It can link to either the Order or Vendor record to help the library automate the claiming process. The control record keeps track of what you have received and can display this information to staff and patrons. It provides e-Library display options.

Prediction Record

A prediction record is linked to the serial control record and represents each expected issue. Prediction is necessary for claiming.
Receipt Record

Receipt records are created by predictions that are received or can be created individually at the time they are received. Receipt records display to staff only, but may be represented to the public as either copies added to the catalog, notes of recently arrived issues, or as MARC holdings records.

Claim Record

Claim records are in association with the prediction record. These records are created if the predicted copy is not received by the date to claim, if multiple predicted copies have only been partially received, or if one is created by library staff for other reasons like damage.

Routing Record

Routing lists are contained in routing records associated with the control record. You may print routing lists for individual copies at the time of receipt.

The diagram below details an example of the relationship between different types of data.
Chapter 3: Vendor Records

Before you begin using the Serial Control module you may need to define or identify vendor information. Vendor records are shared with the Acquisitions module, if your library has this module. You will need vendor records if your library will issue claims for missing items.

Upon completion of this chapter, you will be able to:

- Add a vendor
- Duplicate a vendor
- Modify a vendor
- Delete a vendor

Adding a Vendor

Follow these steps to create a new vendor record:

1. Navigate to the Serial Control toolbar and open the Vendors group.

2. Click the Add Vendor wizard. The following window appears:

   ![Vendor Creation Window](image)

3. In the New ID box, type the vendor ID (up to 20 characters) that you want to assign to the vendor, or select AUTO to let SirsiDynix Symphony generate an ID for you.

   SirsiDynix recommends not using spaces or punctuation in the New ID.
4. In the Name box, type the full name of the vendor (up to 70 characters). This field is searchable.

5. In the Customer number box, type the customer number the vendor knows you by (up to 20 characters). This field is searchable.

6. The policy file controls the choices in the Group boxes. This is optional information used for reports and acts like demographics. Be sure to implement these groups in your policies before creating vendors.

At any time during this process, you can click Create Vendor to save and continue entering information. After adding or changing information, click Modify Vendor.

Click the Vendor Extended Information tab. The following window appears:

This is a good place for staff notes because only staff sees this information. You can also use the Extended Info as a limiting criterion on vendor reports.

7. Click the Addresses tab. The following window appears:
There is room to specify a different address for vendor accounting, ordering, and service. These fields are important for claiming.

8. Select the number for the particular address and make the appropriate entries in each field.

9. When finished entering information on all of the necessary tabs, click Create Vendor if you have not done so, or click Modify Vendor to save the additional information you have added.

10. Click Create Another Vendor to create a new vendor or click Close to exit the Add Vendor wizard.

**Duplicate a Vendor**

The *Duplicate Vendor* wizard copies existing vendor information into a new vendor record. You can create a new vendor record based on the information in another vendor record.

The *Duplicate Vendor* wizard only copies vendor fields. It does not duplicate vendor cycle fields such as those contained in the Vendor Cycle Information, Deposit Amount, or Discount Table tabs.

Follow these steps to duplicate a vendor record:

1. Navigate to the Serial Control toolbar and open the Vendors group.

2. Click the Duplicate Vendor wizard. The following window appears:
3. Search for a vendor. You can search for vendors by customer number, vendor ID, or vendor name. Or leave the Search for box empty to retrieve a list of all vendors.

4. Click Search. If more than one record matches your search, select the one you want and click Duplicate This Vendor. The following window appears:

5. Type the vendor’s new ID, or type AUTO to let SirsiDynix Symphony assign an ID.

6. Type the new Vendor name.

7. Modify the remaining information as needed.

8. Click Duplicate This Vendor.

9. Click Close to exit the Duplicate Vendor wizard or Click Duplicate Another Vendor to create another record.
Modifying a Vendor

The *Modify Vendor* wizard lets you change or add information to the vendor record or vendor cycle record. You can modify only one vendor cycle record at a time.

Follow these steps to modify a vendor record:

1. Navigate to the Serial Control toolbar and open the Vendors group.

2. Click the Modify Vendor wizard. The following window appears:

3. Search for a vendor. You can search for vendors by customer number, vendor ID, or vendor name. Or leave the Search for box empty to retrieve a list of all vendors.

4. If more than one record matches your search, select the one you want and click Modify This Vendor.

5. Edit any fields necessary and click Modify This Vendor to save your changes.

6. Click Close to exit the Modify Vendor wizard or click Modify Another Vendor to change another record.
Deleting a Vendor

The Delete Vendor wizard will allow you to remove a single vendor cycle from an existing vendor record or remove a vendor and all vendor cycles. Follow these steps to delete a vendor record:

7. Navigate to the Serial Control toolbar and open the Vendors group.

8. Click the Delete Vendor wizard.

9. Search for a vendor. You can search for vendors by customer number, vendor ID, or vendor name. Or leave the Search for box empty to retrieve a list of all vendors.

10. Click Search. If more than one record matches your search, select the one you want and click Remove Vendor/Cycles This Vendor. The following window appears:

![Vendor Removal Window]

11. Click Remove Vendor and All Cycles or click Remove Selected Cycles and then click Remove next to the individual cycle(s) you want to remove.

12. Click Remove Vendor/Cycles.

13. Click Yes to confirm.

14. Click OK to continue.

15. Click Close to exit the wizard or click Remove Another Vendor to continue working.
Chapter 4: Components of a Serial Control Record

A serial control record contains various pieces of information about the serial and its issues. This information is contained within tabs of the record within SirsiDynix Symphony WorkFlows.

Upon completion of this chapter, you will be able to:

- Identify information in the Basic tab
- Identify information in the Patterns tab
- Identify information in the Subscription tab
- Identify information in the Distribution tab
- Identify information in the Extended Info

Serial Control Record

Once you have searched for the serial title you want to place under serial control, there are several fields to fill in to link the title in the catalog and any issues received for that title.

Information is organized by tabs in the Serial Control record. You will want to be familiar with the way this information is organized. In this section you will go through each tab, noting those fields that are applicable to your library.

After you have searched for the serial title, review the following tabs and fields when creating a serial control record:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.

3. Click the Index dropdown and select the index by which you choose to search. The index you prefer to search by can be set as the default in the properties of the wizard.

4. Type in your search terms in the Search for field.

5. Click Search.

6. If more than one record matches your search, select the one you want and click Create Control.
7. If you are creating records for a multi-library system, the Library for New Control window appears:

8. In the Library box, select a library that will receive the issues.

9. In the Holding Code box, select an appropriate code established by your library. The holding code selected must distribute copies to the library that is selected. The holding code is very important when libraries create item records for their serials upon checking them in. Even if you are not creating items upon check-in, the holding code is required.

10. Click OK.

11. The Select a Pattern Template window may appear. This appears if the frequency code in the MARC record for the title is not filled in:
12. Click the publication frequency template for this title and click OK.

Basic Tab

1. The Basic tab of the serial control record establishes some information about the record.

   ![Basic Tab Image]

2. Type a unique ID into the New Control ID box. You can create your own naming convention for the control ID. For example, it could be an abbreviation of the serial title or the base call number, but each control ID should follow the same pattern. The control ID may also be system generated.

3. Type in the SISAC ID. This contains the title’s ISSN in the form of 9999-1111. This ISSN comes from the MARC record.

4. Type in the Vendor Title#. This is an ID number assigned to the serial title by the subscription vendor. Typically, this title number will appear on your vendor’s invoice. This number prints on Serial Claim Notices.

5. Change the Base call number if necessary. The base call number is the call number of the item with which the serial control is associated. This is most significant to libraries that will be barcoding their issues for circulation.

6. Change the Class scheme to LCPER. This affects how the serial issue records appear in the OPAC. By using LCPER, the first issue checked in will appear at the bottom of the list. Therefore, the most recent issue checked in will appear at the top of the list. Again, this is most significant to libraries that will be barcoding their issues for circulation.

7. Type in the Subscription ID. This is the vendor assigned ID for your subscription and will be unique to your library. This information prints on Serial Claim Notices.
8. If necessary, select a Status for the serial title. This list is set up in the policies of SirsiDynix Symphony. To add to the delivered statuses, the system administrator can create a new policy which will appear in the dropdown.

9. If necessary, fill in values for the Category 1 and Category 2 boxes. These are also policies created in SirsiDynix Symphony by the system administrator. Use these boxes for reporting purposes.

Patterns Tab

This tab helps you build prediction information about a subscription such as enumeration, chronology, and the number of days to wait before claiming. The information that appears in this tab is based on the Frequency code found in the fixed fields in the MARC record or what you chose in the Select a Pattern window.

1. Click on the Patterns tab of the serial control record.

2. The Label boxes provide abbreviations for the selected enumeration pattern. The Limit box determines the number of pieces per volume. For example, if the serial title is V. 25 No. 11, and if there are 12 issues in the subscription, after that twelfth issue, the volume number will change.

3. If the Chronology type is incorrect, select the correct one from the dropdown. This tells Symphony how to format the date for the serial.

For a listing of Chronology type policies, see Appendix I at the back of this training guide.
4. The Allow Automatic Prediction of Issues box allows you to indicate whether you want the system to prompt you to generate prediction records upon creating a serial control record and in the check-in process.

5. The Publication cycle data is in an abbreviated alphanumeric format for the serial title and its control record. This gadget can be used to change the day a title is published and omit issues from the predictions that will be made for the title.

6. Adjust the value in the Days to wait before claiming fields if necessary. The Days to wait before claiming box contains the number of days the system waits before marking an unreceived issue for claiming. If you do not want to use report driven claiming in Symphony because you use a different method to do this, type 0 (zero) in this box.

**Subscription Tab**

The information in this tab creates a link to the vendor and allows for automatic claiming of serials. It also specifies the number of copies expected and the serial expiration date.

1. Click on the Subscription tab of the serial control record.

2. Change the value in the Copies to receive field if necessary.

3. The Number of issues field contains the number of expected issues in one subscription. This value typically is the same as the number in the Limit box of the Patterns tab. This is also the number of issues you will find when generating predictions after you create the control record.

4. Click on the Expiration date gadget to select a date that the subscription will end. This date can be used in reports to create lists of subscriptions about to expire.
5. Select the correct fiscal cycle from the Fiscal cycle dropdown.
6. Click on the Vendor ID gadget and select the correct vendor from the list. Click OK.

**Extended Info Tab**

Use the three fields on the *Extended Info* tab to provide additional information about the serial. They will appear at the point of check-in under “Special Instructions.”

1. Click on the Extended Info tab.
2. Enter any notes for this serial title.

   The PHYSFORM box describes the physical form, medium, or types of material. For example, you may receive the paper edition of a periodical and also in microfiche or microfilm format.

   The NAME box contains the name or title appearing on issues associated with the serial control. This field may contain the name of supplementary material such as cases, decisions, or updates.
Get Expected Issue Info

1. Once all of the information has been entered, Click Create Control. The following window appears:

![Expected Issue Info Window](image)

2. In the Get Expected Issue Info window, if you want to generate predictions for more than 12 (a year), change the Preview expected issues starting with value.

3. Type the volume and number of the next expected issue in V. and NO boxes.

4. Type in the Chronology which is directly related to the Chronology type in the Patterns tab.

5. Type or use the Date first prediction gadget to select the date. Workflows uses this start date to calculate the date expected for each predicted issue. The date expected is calculated by measuring the number of days between the date first prediction and date expected of the first prediction record.

6. Type or use the Date expected gadget to select the date you expect to receive this issue.

7. Click Generate Predictions. The following window appears:
8. Click Save Prediction if the list looks satisfactory. If it does not, click Redo Prediction, change the information, and click Generate Predictions again.

9. Click OK.

10. Click OK.
Chapter 5: Serial Control Records

Because serial publications can vary greatly, serial control records will need to be created based on their individual publication information.

Upon completion of this chapter, you will be able to:

- Create a monthly publication serial control record
- Create a weekly publication serial control record
- Create a bimonthly publication serial control record
- Create an annual publication serial control record
- Create a serial control record for a publication without labels
- Create a serial control record with omissions
- Create a serial control record with multiple library distributions

Creating a Serial Control Record for a Monthly Publication

Follow these steps to create a serial control record for a monthly publication:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.

3. Type in your search terms in the Search for field and click Search.

4. If more than one record matches your search, select the one you want and click Create Control.

5. Type a unique ID into the New Control ID box.

6. Enter or modify any other necessary information into the Basic tab such as SISAC ID, Vendor title #, Status, and categories.
7. Click on the Patterns tab of the serial control record. The following information appears:

![Patterns tab screenshot]

8. Verify the enumeration values in the Enumeration pattern area.

9. Verify the value in the Chronology Pattern area. It should be set to MONTH.

10. If necessary, click on the Subscription tab and modify the information there.

11. Once all of the information has been entered, click Create Control. The following window appears:

![Create Control window screenshot]

12. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO. boxes.
13. Type in the Chronology. For example, JAN 2009.
14. Type or use the Date first prediction gadget to select the date.
15. Type or use the Date expected gadget to select the date.
16. Click Generate Predictions. The following information appears:

![Prediction Records Table]

17. Click Save Prediction.
18. Click OK to accept the prediction.
19. Click OK to complete this task.
Creating a Serial Control Record for a Weekly Publication

Follow these steps to create a serial control record for a weekly publication:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.

3. Type in your search terms in the Search for field and click Search.

4. If more than one record matches your search, select the one you want and click Create Control.

5. Type a unique ID into the New Control ID box.

6. Enter or modify any other necessary information into the Basic tab such as SISAC ID, Vendor title #, Status, and categories.

7. Click on the Patterns tab of the serial control record.

8. Verify the enumeration values in the Enumeration pattern area.

9. Verify the value in the Chronology Pattern area. It should be set to DATE.

10. If necessary, click on the Subscription tab and modify the information there.

11. Once all of the information has been entered, click Create Control. The following window appears:
12. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO boxes.

13. Type in the Chronology. For example, JAN 5, 2009.

14. Type or use the Date first prediction gadget to select the date.

15. Type or use the Date expected gadget to select the date.

16. Click Generate Predictions. The following information appears:

17. Click Save Prediction.
18. Click OK to accept the prediction.

19. Click OK to complete this task.

Creating a Serial Control Record for a Bimonthly Publication

Follow these steps to create a serial control record for a bimonthly publication:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.

3. Type in your search terms in the Search for field and click Search.

4. If more than one record matches your search, select the one you want and click Create Control.

5. Type a unique ID into the New Control ID box.

6. Enter or modify any other necessary information into the Basic tab such as SISAC ID, Vendor title #, Status, and categories.

7. Click on the Patterns tab of the serial control record.

8. Verify the enumeration values in the Enumeration pattern area.
9. Verify the value in the Chronology Pattern area. It should be set to BIMONTH or BIMONTH2 depending on the publication pattern. Consult Appendix I to choose the correct Chronology Type.

10. If necessary, click on the Subscription tab and modify the information there.

11. Once all of the information has been entered, click Create Control. The following window appears:
12. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO. boxes.

13. Type in the Chronology. For example, JAN/FEB 2009.

14. Type or use the Date first prediction gadget to select the date.

15. Type or use the Date expected gadget to select the date.

16. Click Generate Predictions. The information appears:

17. Click Save Prediction.

18. Click OK to accept the prediction.

19. Click OK to complete this task.
Creating a Serial Control Record for a Annual Publication

Follow these steps to create a serial control record for an annual publication:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.

3. Type in your search terms in the Search for field and click Search.

4. If more than one record matches your search, select the one you want and click Create Control.

5. Type a unique ID into the New Control ID box.

6. Enter or modify any other necessary information into the Basic tab such as SISAC ID, Vendor title #, Status, and categories.

7. Click on the Patterns tab of the serial control record.

8. Verify the enumeration values in the Enumeration pattern area.

9. Verify the value in the Chronology pattern area. It should be set to YEAR.

10. If necessary, click on the Subscription tab and modify the information there.

11. Once all of the information has been entered, click Create Control. The following window appears:
12. For an annual, you may want to predict out more than one year. If so, change the Preview value.

13. In the Get Expected Info window, type the volume in the V. box.

14. Type in the Chronology. For example, 2009.

15. Type or use the Date first prediction gadget to select the date.

16. Type or use the Date expected gadget to select the date.

17. Click Generate Predictions. The following information appears:

18. Click Save Prediction.

19. Click OK to accept the prediction.
Creating a Serial Control Record without Labels

Some serial titles do not have an enumeration. SirsiDynix Symphony will accommodate these types of publications. You may also decide to exclude enumerations for the sake of simplicity.

Follow these steps to create a serial control record without labels:

1. Navigate to the Serial Control toolbar.
2. Click the Create Control wizard.
3. Type in your search terms in the Search for field and click Search.
4. If more than one record matches your search, select the one you want and click Create Control.
5. Type a unique ID into the New Control ID box.
6. Enter or modify any other necessary information into the Basic tab such as SISAC ID, Vendor title #, Status, and categories.
7. Click on the Patterns tab of the serial control record.
8. Uncheck the boxes next to the labels.
9. If the Chronology type is incorrect, select the correct one from the dropdown.
10. If necessary, click on the Subscription tab and modify the information there.
11. Once all of the information has been entered, click Create Control. The following window appears:

12. Type in the Chronology.

13. Type or use the Date first prediction gadget to select the date.

14. Type or use the Date expected gadget to select the date.

15. Click Generate Predictions. The following window appears:
16. Click Save Prediction.

17. Click OK to accept the prediction.

18. Click OK to complete this task.

**Creating a Serial Control Record with Omissions**

Some serials will have a publication break during an otherwise predictable cycle. The *Omit issues by* helper in the serial control record allows publication breaks to be specified without affecting a title’s overall prediction cycle. This is done in the Patterns tab of the serial control record.

For example, if you have a monthly serial which combines the months June, July, and August, you will use the *Omit issues by* helper to omit July and August. I know that I will have to omit issues because the enumeration does not go to No. 12. Instead it stops at No. 10. This is a clear indication that omissions will be necessary in order for the predictions to follow the serial.

Follow these steps to create a serial control record with prediction omissions:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.
3. Type in your search terms in the Search for field and click Search.

4. If more than one record matches your search, select the one you want and click Create Control.

5. Type a unique ID into the New Control ID box.

6. Enter or modify any other necessary information into the Basic tab such as SISAC ID, Vendor title #, Status, and categories.

7. Click on the Patterns tab of the serial control record.

8. Change the Limit to 10.

9. Changing the limit will ensure the enumeration in the serial control record will match the enumeration on the serial publication.

10. If the Chronology type is incorrect, select the correct one from the dropdown.

11. Click the Publication cycle gadget.

12. Click the Omit issues by helper.

13. Click the box next to July and August.
13. Click OK.

14. Click OK.

15. If necessary, click on the Subscription tab and modify the information there.

16. Once all of the information has been entered, click Create Control. The following window appears:

17. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO. boxes.

18. Type in the Chronology.

19. Type or use the Date first prediction gadget to select the date.
20. Type or use the Date expected gadget to select the date.

21. Click Generate Predictions. The following window appears:

22. Click Save Prediction.

23. Click OK to complete this task.

24. Click OK again to exit this task.

**Creating a Serial Control Record with Multi-Library Distributions**

For those libraries that receive multiple copies of serial titles and distribute them to multiple libraries, the serial control record will need to indicate how many copies are to be received and processed centrally. This is done with the Distribution tab of the serial control record.

Follow these steps to create a serial control record with multiple distributions:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.

3. Type in your search terms in the Search for field and click Search.

4. If more than one record matches your search, select the one you want and click Create Control.
5. Type a unique ID into the New Control ID box.

6. Enter or modify any other necessary information into the Basic tab such as SISAC ID, Vendor title #, Status, and categories.

7. Click on the Patterns tab of the serial control record.

8. If the Chronology type is incorrect, select the correct one from the dropdown.

9. Click on the Subscription tab of the serial control record.

10. Change the Copies to receive value to 2.

11. Fill in any other necessary information in the Subscription tab.

If you try to modify the distribution at this point the system will deliver a message “The number of copies to receive has been changed. You must save your changes before you can work with distributions.”

12. Once all of the information has been entered, click Create Control. The following window appears:
13. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO boxes.

14. Type in the Chronology.

15. Type or use the Date first prediction gadget to select the date.

16. Type or use the Date expected gadget to select the date.

17. Click Generate Predictions.

18. Click Save Prediction.

19. Click OK.

20. Click OK.

21. Click the Distribution tab.

22. Click on the Create a Distribution tool. The following window appears:

```
<table>
<thead>
<tr>
<th>Holding code</th>
<th>Copies expected</th>
<th>Copies to add to catalog</th>
<th>Update holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARSALUM</td>
<td>1</td>
<td>1</td>
<td>Y</td>
</tr>
</tbody>
</table>
```

23. Change the Holding code with the dropdown.

24. Change the value in Copies to add to catalog if necessary.

25. Click Create Distribution.

26. Repeat steps 22-25 for as many copies as you are distributing.
27. Click Modify Control.
28. Click Close
Chapter 6: OPAC Display Options

Depending on the settings of the serial control record, the OPAC can show recently arrived issues, volume holdings, and/or MARC holding information. These are automatic settings that the serial control module uses, and because they are established in the control record, you can decide on a title-by-title basis which ones you enable.

Upon completion of this chapter, you will be able to:

- Set the control record to update recently arrived issues
- Set the control record to create volume holdings
- Set the control record to update MARC holdings

Recently Arrived Issues

If a serial control record is set to display the recently arrived issues in the OPAC, a 599 note field will automatically be updated in the bibliographic record of the serial title when it is received by the Check In wizard.

Follow these steps to update the recently arrived issues note in a serial control record:

1. Navigate to the Serial Control toolbar.
2. Click the Create Control wizard.
3. Type in your search terms in the Search for field and click Search.
4. If more than one record matches your search, select the one you want and click Create Control.
5. Fill in the necessary information in the Basic, Patterns, and Subscription tabs as discussed in the previous chapter.
6. Click on the OPAC Display tab. The following information appears:

   ![OPAC Display Tab]

   - Automatically update MARC holdings
   - Number of most recently arrived issues to display as a note: [1]
   - Form of name to display: \[ Enumeration  Chronology  Both \]
7. Change the value in the Number of most recently arrived issues to display as a note field. This will cause a short list of issues that were recently checked in to appear in the OPAC.

8. In the Form of name to display, click the Enumeration radio button to display the volume and number of the issue for the recently arrived issue. Click the Chronology radio button to display the month and year for the recently arrived issue. Click the Both radio button to have the volume, number, month, and year display for the recently arrived issue.

9. Once all of the information has been entered, click Create Control.

10. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO. boxes.

11. Type in the Chronology.

12. Type or use the Date first prediction gadget to select the date.

13. Type or use the Date expected gadget to select the date.

14. Click Generate Predictions.

15. Click Save Prediction.

16. Click OK.

17. Click OK.

These settings can be added after the serial control record has already been created. Use the Modify Control wizard to make these changes.
Volume Holdings

You can configure a serial control record to create a call number and a barcoded item upon check in. This is helpful for those libraries that want to circulate these issues.

Follow these steps to create barcoded items in a serial control record:

1. Navigate to the Serial Control toolbar.

2. Click the Create Control wizard.

3. Type in your search terms in the Search for field and click Search.

4. If more than one record matches your search, select the one you want and click Create Control.

5. In the Basic tab, change the Base call number if necessary. The system attaches the enumeration and chronology to the end of the base call number when creating the volume/item.

6. Change the Class scheme to LCPER. This is the preferred class scheme to use because of the reverse chronological sort rule.

7. Fill in any other necessary information in the Basic, Patterns, and Subscription tabs as discussed in the previous chapter.

8. Click the OPAC Display tab.

9. Select the Form of name to display as this will determine the call number when creating volumes: Enumeration, Chronology, or Both.

10. Click on the Distribution tab.

11. Click on the Modify a Distribution tool.

12. Verify that the correct holding code is in the Holding code box as this is how some or most of the item information will be filled in when creating barcoded items.
13. Change the value in the Copies to add to catalog field to the number of copies you will be barcoding upon check-in.

14. Click Modify Distribution.

15. Once all of the information has been entered, click Create Control.

16. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO. boxes.

17. Type in the Chronology.

18. Type or use the Date first prediction gadget to select the date.

19. Type or use the Date expected gadget to select the date.

20. Click Generate Predictions.

21. Click Save Prediction.

22. Click OK.

23. Click OK.

24. These settings can be added after the serial control record has already been created. Use the Modify Control wizard to make these changes.
MARC Holdings

If your library wants to represent materials that will permanently be retained, the serial control record can be configured to create and update a MARC holdings record when you check in issues.

Follow these steps to create and update the MARC holdings in a serial control record:

1. Navigate to the Serial Control toolbar.
2. Click the Create Control wizard.
3. Type in your search terms in the Search for field and click Search.
4. If more than one record matches your search, select the one you want and click Create Control.
5. Fill in the necessary information in the Basic, Patterns, and Subscription tabs as discussed in the previous chapter.
6. Click the OPAC Display tab.
7. Select the Automatically update MARC holdings option if it is not already selected.
8. Click the Distribution tab.
9. Click on the Modify a Distribution tool.
10. Select the Update MARC holdings records option.
11. Click Modify Distribution.

12. Once all of the information has been entered, click Create Control.

13. In the Get Expected Info window, type the volume and number of the next expected issue in V. and NO. boxes.

14. Type in the Chronology.

15. Type or use the Date first prediction gadget to select the date.

16. Type or use the Date expected gadget to select the date.

17. Click Generate Predictions.

18. Click Save Prediction.

19. Click OK.

20. Click OK.

The basic structure of a MARC holdings record when created and updated by a serial control record includes a key (001), location (852), pattern (853), and holdings (863).
Holding Code and the 852 Entry in the MARC Record Holdings Record

A holding code policy represents item and library values that are used to fill in values of the MARC holdings record. The library and location are the values used in the 852 tag of the MARC holdings record.

The location appears in subfield c of the 852 field while the library is presented above the MARC holdings record when it displays in the OPAC.

863 Holdings Entry and the 853 Entry Relationship

The 863 entry, referred to as the Enumeration and Chronology tags, are generated by serials control and indicate the actual enumeration and chronology for the received issues.

The SirsiDynix Symphony system uses a linking relationship between the 863 and 853 fields as well as sequence numbers to present the correct holdings summary in the OPAC. According to MARC 21, the 853 contains a linking number that controls the relationship it has with the 863 fields added to the MARC record.

The 863 fields are linked to an 853 by sharing this common linking number. An 863 field uses a subfield 8 to represent the linking number used by the 853. The linking number in the 863 also uses a sequence number that is separated from the linking number by a period.
The linking number that ties the 853 and 863 fields together.

---

<table>
<thead>
<tr>
<th>Label</th>
<th>Tag</th>
<th>Ind</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>key</td>
<td>001</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Location 652</td>
<td>050</td>
<td>10</td>
<td>STACKS:=10</td>
</tr>
<tr>
<td>Pattern: 853</td>
<td>2</td>
<td></td>
<td>(81)$1$2$3$4$5$6$7$8$9$10$11$12</td>
</tr>
<tr>
<td>Holding: 863</td>
<td>1</td>
<td></td>
<td>(01-12007$12$2000)$12</td>
</tr>
<tr>
<td>Holdings: 863</td>
<td>1</td>
<td></td>
<td>(01-01000$10)$12$2001)$12</td>
</tr>
<tr>
<td>Holdings: 863</td>
<td>1</td>
<td></td>
<td>(01-01000$12$2001)$12</td>
</tr>
</tbody>
</table>
Chapter 7: Routing List

If your library circulates in-house issues to faculty or library staff, you can establish a routing list on the Routing tab of the serial control record. These lists can be printed upon check-in of the serial or with a report.

Follow these steps to create a routing list:

1. Navigate to the Serial Control toolbar.
2. Click on the Modify Control wizard.
3. Type in your search terms in the Search for field and click Search.
4. If more than one record matches your search, select the one you want and click Modify Control.
5. Click on the Routing tab.
6. Click on the Create a Routing tool. The following window appears:

   ![Create Control: Creating A New Routing window](image)

   - Change the value in the Copy dropdown if necessary.
   - Change the Library if necessary.
   - Click on the User ID gadget. The following window appears:
10. Search for the person by name or ID. Type in the search and click Search.

11. When the person’s name is highlighted within the list, click OK.

12. Type in the rank to list them as first, second, third, etc.

13. Click Create Routing.

14. Repeat steps 7-13 until you have added all of the people needed to the routing list.

15. Click Modify Control.
Serial Control Exercises

This set of training exercises reinforces the skills you learned as you moved through your SirsiDynix Symphony Serial Control training. If you need help completing any of these tasks, refer to the appropriate section of this manual where steps to perform the task are given.

1. Create a serial control record for a monthly publication such as Architectural digest. Create predictions for the issue you have in hand which is V. 3 No. 4. Use the current year and the month of April for the predictions.

2. Create a serial control record for a weekly publication such as Maclean’s. Create predictions for the issue you have in hand which is V. 121 No. 1, January 5, 2009.

3. Create a serial control record for a bimonthly publication such as Archaeology. Choose BIMONTH as the Chronology type in the Patterns tab. Create predictions for the issue you have in hand which is V. 61, No. 4, July/August of the current year.

4. Create a serial control record for an annual publication such as Guide to federal funding for governments and nonprofits. Create predictions for the issue you have in hand which is V. 45 of the current year. (There is no number in the enumeration, so remember to remove it from the labels.)

5. Create a serial control record for a publication without labels. For this exercise, use any daily newspaper of your choosing. Create predictions using the current day, month and year.

6. Create a serial control record for a monthly publication that combines the summer issues of June, July, and August such as ArtNews. Create predictions for the issue you have in hand which is V. 30, No. 1, January of the current year.

7. Modify the monthly serial control record you just created. Change the OPAC display options to show three most recently arrived issues, Chronology only.

8. Modify the weekly serial control record you just created. Configure it to create and update MARC holdings records upon check-in.

9. Modify the bimonthly serial control record you just created. Configure it to create a call number and a barcoded item upon check-in.
10. Modify the monthly serial control record you created. Add a routing list of at least three people in the Routing tab.
## Appendix I: Chronology Types

<table>
<thead>
<tr>
<th>Chronology Type</th>
<th>Definitions</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIMONTH</td>
<td>JAN/FEB, MAR/APR, MAY/JUN, JUL/AUG, SEP/OCT, NOV/DEC</td>
<td>MAR/APR 2009</td>
</tr>
<tr>
<td>BIMONTH2</td>
<td>DEC/JAN, FEB/MAR, APR/MAY, JUN/JUL, AUG/SEP, OCT/NOV</td>
<td>APR/MAY 2009</td>
</tr>
<tr>
<td>DATE</td>
<td>Date – MM/DD/YYYY</td>
<td>MAR 2, 2009</td>
</tr>
<tr>
<td>MONTH</td>
<td>JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV</td>
<td>MAY 2009</td>
</tr>
<tr>
<td>NUMERATION</td>
<td>This publication uses enumeration labels only</td>
<td></td>
</tr>
<tr>
<td>SEASON</td>
<td>WIN, SPR, SUM, FALL (Note WIN is the first element in cycle)</td>
<td>SPR 2009</td>
</tr>
<tr>
<td>SEASON2</td>
<td>SPR, SUM, FALL, WIN (Note SPR is the first element in cycle)</td>
<td>SPR 2009</td>
</tr>
<tr>
<td>SEASON3</td>
<td>JAN/MAR, APR/JUN, JUL/SEP, OCT/DEC (This is a three month season combination)</td>
<td>APR/JUN 2009</td>
</tr>
<tr>
<td>CUSTOM</td>
<td>Enter custom names – up to 200 characters may be entered</td>
<td>Add your own custom chronology – JAN, FEB, MAR, MID-MAR, APR, SEP, OCT, MID-OCT, NOV, DEC</td>
</tr>
<tr>
<td>YEAR</td>
<td>Expressed as a four-digit year only</td>
<td>2009</td>
</tr>
</tbody>
</table>