Create & Scan in new AU volumes in AU IZ

-Unpack the volumes; save the tissues and envelope with rubber bands in it then put them together in a box. They will need to be sent back to AU

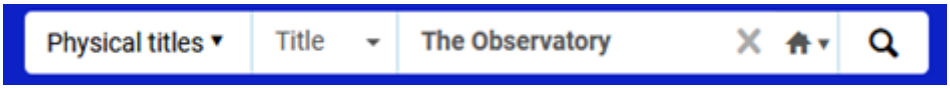
-Put a barcode (“American University Library”) on the back page of each volume at the bottom

-Login in AU IZ with the WRLCadmin username

-Get the ISSN from the volume and write it down on the bottom right of the slip that came with the volume then enter the ISSN in Alma:



-If ISSN is not found, type the journal title:



-Find the appropriate record then click on “Holdings”

-Find the holdings that says “Shared Collections Facility-General” location and click on “View Items” in the box on the right

-Click on “Add Item”

-Fields to fill

- Material type: Issue
- Item policy: Periodical
- Barcode: Scan item barcode (be sure it has NO “X” at the end)

    Search by item barcode then go to the “ENUM/CHRON” tab to fill out more fields:

- Enumeration A: enter volume number without “v.”

- Enumeration B: enter number without "n", "no.", etc.
- Enumeration C: enter the issue #
- Enumeration D: enter a message such as supplement, index, incomplete, page #, etc.
- Chronology I: enter the year
- Chronology J: enter the month
- Chronology K: enter the day

-Click on “Save” then double check the description field

-When finished creating items, scan them in to place the items in transit so they can be added to the SCF IZ the next day.

Guide:

Item Record Description Policies, Templates and Examples

Enumeration A: volume, band, tome number (do not type ‘v.’)

Enumeration B: number, heft (on the spine it would show as ‘no.’, ‘nos’, etc.; do not type letters)

Enumeration C: issue number

Enumeration D: supplement, index, incomplete, page # or other message

Chronology I: year

Chronology J: month or season

Chronology K: day

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