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Using the Serial Control Module in WorkFlows Guide

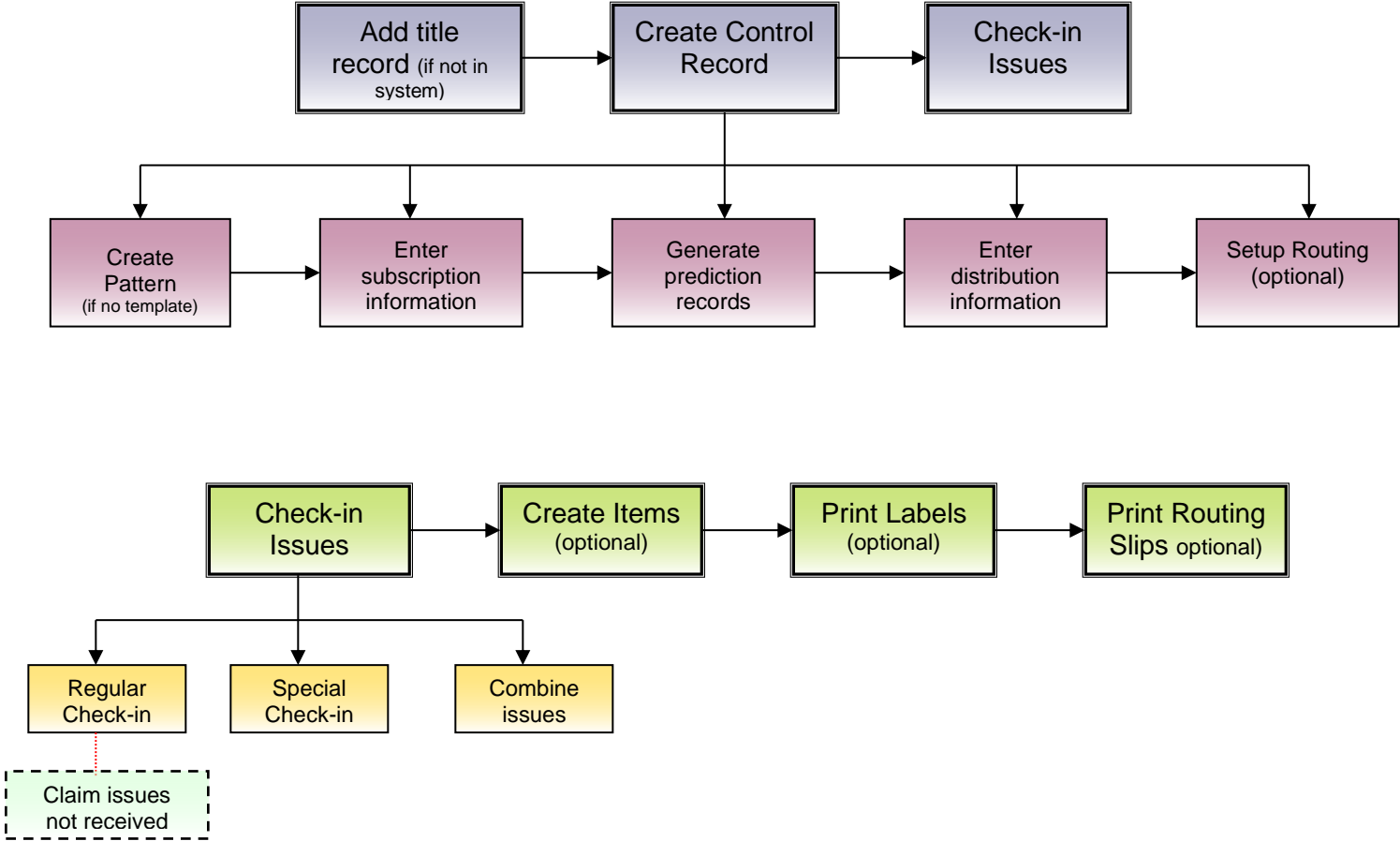
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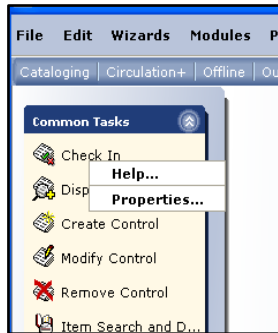
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This guide was based on the guides made by Peoria Public Library and Blessing Health Professions Library and adapted for RSA members. The following document intentionally omits help related to labeling or routing your acquisitions.

Serials Workflow Overview



Setting Up Your Default Settings



Log in with your Supervisor login. ---Check In---

Right-click on **Check In** to start, then click on Properties.

If you want to be prompted for a barcode when checking in serials, you need to UNCHECK the box next to Auto Create Copies for Received Issues.

Also, along the left, we're going to make several changes to preferences in **Create Control and Modify Control**.

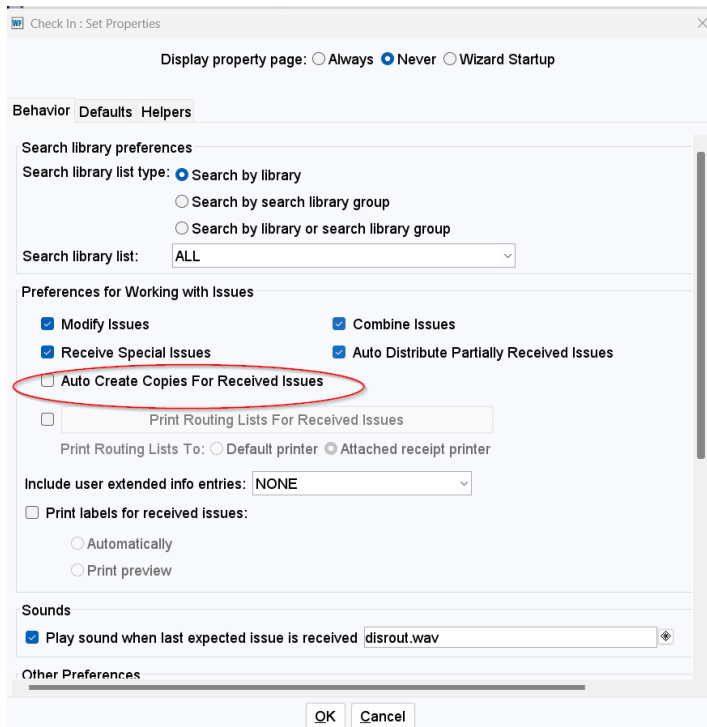
---Create Control---

1. Hover over **Create Control** and Right click.
2. **Help** and **Properties** box opens.
3. Click on **Properties**.
4. **Create Control: Set Properties** window opens.
5. Set preferences.

These suggested settings reflect information that will automatically fill fields. You may want to change if working with a large quantity of materials requiring a consistent type of field.

a. **Search Preferences.**

- i. **Search Type**, set radio button to **Search**.
- ii. **Search Index**, set to **General**.
- iii. **Search Library**, set as **ALL**. The bibliographic record may be in the **WorkFlows** database but has not yet been added to your library's holdings and so requires searching of the full database.
- iv. Recommended to keep **Display View Pane** checked.



b. Session Defaults.

These default settings fill in standard fields automatically in the serial control record. While creating a serial control record these fields may be adjusted on case-by-case bases.

ii. **Session Defaults.**

1. Set **Create Control Records for Library:** YR_LIBCODE (your library code)
2. This is the one field required to remain the same. WorkFlows will consider your library the owner.

iii. **Basic Info.**

1. Set **Category1:** to **1_YEAR**. Current practice is to purchase titles in 1-year increments.
2. Set **Category2:** to **ADULT**. The majority of the materials are for adults.
3. Set **Status** to **ACTIVE**. The creations of the serial control records will be for current active holdings.

iv. **Patterns**

1. Check **Allow automatic prediction of issues**.
2. Majority of materials require predictions to be made.

v. **OPAC Display.**

These settings allow individual issues to show up in RSAcat.

1. Check **Automatically Update MARC Holdings**.
2. The number “1” should be in **Display the __ Most Recently Arrived Issues as a Note**.
3. Set **Form of Name to Display** radio button to **Both**.

vi. **Distribution.**

1. Always set **Default Library For Holding Code Lookup:** to **YR_LIBCODE (your library code)**.
2. Set **Holding Code:** to **DEFAULT**.
3. Recommended setting of **# of Copies to add to catalog:** is “1.”

vii. **Subscription.**

1. Recommended setting of **Copies to Receive:** is “1.”
2. This setting works with the distribution’s copies to add to catalog.

viii. **Preferences for Working with Issues.**

1. Controls the number of line viewable in the **Expected** and **Received** tabs.

2. Change the setting for **Number of Issues per browse screen** to **21**. Second page will show one repeated entry and 20 new entries.
 3. This is a matter of preference and may be adjusted to your preference after seeing how it works.
- ix. **Order for Received Issues.**
1. This is a matter of preference and may be adjusted after seeing how it works.
 2. Recommend setting **Order of issues** radio button to **Ascending**.
 3. Recommend setting **Sorted by:** radio button to **Enumeration**.
6. Click **OK** to save settings or **Cancel** to return to previous settings.

---Modify Control---

1. Hover over **Modify Control** and Right click.
2. **Help** and **Properties** box opens.
3. Click on **Properties**.
4. **Modify Control: Set Properties** window opens.
5. Set preferences.

Under the **Defaults TAB** of *the Modify Control : Set Properties window*.

a. **Search Preferences.**

- i. **Search Type**, set radio button to **Search**.
- ii. **Search Index**, set to **Control ID** if using the Serial control number or to the index of preference.
- iii. **Search Library**, set as **YR_LIBCODE (your library code)**. The bibliographic serial control record needs to be set to **your library code** or it won't know where to search the database.
- iv. Check **Display View Pane**, recommended.

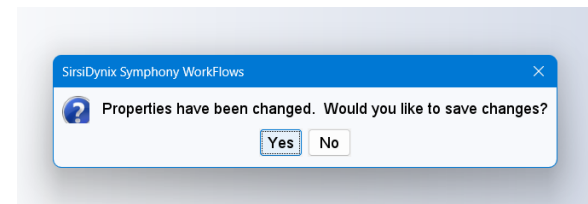
b. **Folder Options.**

- i. Check all folders.
- ii. Showing the **Binding** and **Routings** folders is optional. They are currently not being utilized.

c. **Distribution Defaults.**

- i. Required setting for **Default Library for Holding Code lookup:** is always **YR_LIBCODE (your library code)**.
- ii. Set **Holding Code:** to **DEFAULT**.

- iii. Recommended setting of **# of Copies to add to catalog:** is **“1”**
 - d. **Preferences for Working with Issues.**
 - i. Set the radio button for **Configure Default Selection For Removing Issues** to **Remove Selected Issues**. Materials are selectively removed from the database.
 - ii. Check Show **Expected Issues Folder**. Check Show **Received Issues Folder**.
 - iii. **Claims Folder** may be checked or unchecked depending on how your library would like to track issues.
 - iv. Recommended setting for **Number of Issues per browse screen** is **21**. Second page will show one repeated entry and 20 new entries.
 - a. **Order for Received Issues.**
 - i. Adjust this setting to your preference after working in the module.
 - ii. Recommend setting **Order of issues** radio button to **Ascending**.
 - iii. Recommend setting **Sorted by:** radio button to **Enumeration**.
6. Click **OK** to save settings or **Cancel** to return to previous settings.
Exit workflows and be sure to **save your changes**.



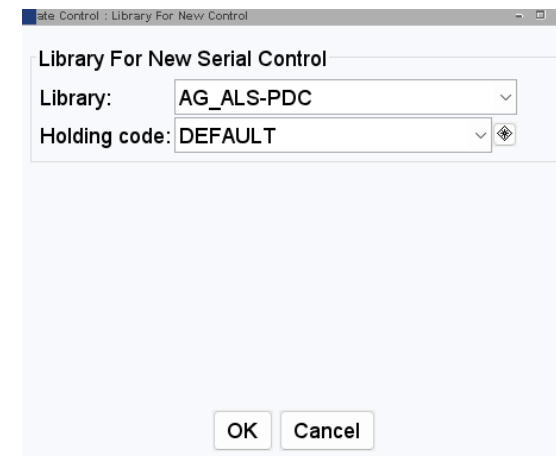
Create the Serial Control

Create Serial Control

Open **Create Control** under **Common Tasks** in **Serial Control** Module.
Have a current copy of item in hand.

Sequence of creation (each will be described below this section)

- **Search and select bibliographic record.**
- **Create control.**
 - **Fill in *Library for New Control*.**
 - **Fill in *Basic* tab.**
 - **Fill in *Subscription* tab.**
 - **Fill in *Patterns* tab, including Enumeration and Chronology**
 - **Fill in *Extended* tab (per-library procedure, no RSA guidelines).**



- **Create control.**
 - **Open record in *Modify Control*.**
 - **Add Distribution.**
 - **Create predictions.**
- ...then, check in your first item (important step.)**

Search and select bibliographic record

1. Search for bibliographic record.
 - a. If no record found.
 - i. As in other RSA cataloging, arrange for a bibliographic record to be loaded from OCLC database.
 - ii. Use an item number to import and temporarily hold bibliographic record in database until an item is **Checked in**.
 - b. If a matching record is found.
 - i. Double check the bibliographic record.
 1. Match: title, ISSN, format.
 2. Check MARC 300 fields for current publication cycle.
 3. Check if publication is open/current.
 4. Consider age of record, RSA database is a static database, and records can become outdated overtime, when was the record updated, which cataloging rules were used in creating the bibliographic record.
 - ii. If the record is acceptable, Proceed with creation of Serial control record.
 - c. Click on **Create Control** button.

2. Create Serial Control Record.

- a. Dialog box: **Library for New Control**, creates first distribution list around which serial control is built, may be changed in a later step.
 - i. **Library:** Always fill in as **YR_LIBCODE (your library's code)**.
 - ii. **Holding code:** Always fill in **YR_LIB-PER (there's a PER holdings code for every library)**.
 - iii. Click **OK** button.
- b. **New Serial Control Record -- Basic tab.**

- i. Record auto fills from default settings or system.
- ii. Fill in **Base call Number** according to your library's periodical call numbers (varies by library).
- iii. Choose **Class Scheme DEWEY/LC PER** from drop down list. This also varies by library.
- iv. Fill in **Subscription ID** if one is available. EBSCO includes this ID number on the EBSCO subscription list.
- v. Choose **Status "Active"** from drop down list.
- vi. Choose length of subscription **Category1 "1_Year"** from drop down list.
- vii. Choose periodical level **Category2 Adult, JUV, or YA.**

c. **New Serial Control Record -- Subscription tab.**

- i. Fill in number of copies to be received.
- ii. Fill in number of issues to be received in a Calendar year determine from current issue in hand, source in order of preference colophon, EBSCO list, pattern set from previous years, subscription ads, Internet information, best guess.

The screenshot shows a web browser window titled 'Create Control' with a sub-tab 'Create Control - Creating a Control ID SC-197'. The page content includes:

- Title: Food network magazine
- ID: SC-197
- Navigation tabs: Basic, Patterns, OPAC Display, MARC Holdings, Subscription, Distribution, Binding, Extended Info, Expected, Routing
- Enumeration pattern section:

Use	Label	Alpha Numeric	Continuous	Limit
<input checked="" type="checkbox"/>	V.	<input checked="" type="radio"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	NO.	<input type="radio"/>	<input type="checkbox"/>	6
<input type="checkbox"/>		<input type="radio"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="radio"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="radio"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="radio"/>	<input type="checkbox"/>	
- Chronology pattern section:

Chronology type: MONTH
- Publication pattern section:

Allow automatic prediction of issues

Publication cycle: 2:M!1:D!

Days to wait before claiming: 17

Days before subsequent claim: 90

- iii. **Expiration date**, set to **Never**.
- iv. **Link for Ordering/claiming**.

1. **Fiscal cycle:** Varies by library
2. **Vendor ID:** Open gadget and choose the appropriate vendor information from designated entries. Your options are based on your library, so if need vendor IDs added, you may want to open a new RSA Help Desk support ticket.
3. **Library:** Varies depending on your library code.

d. New Serial Control Record **Patterns** tab.

Each of the areas, enumerations, chronology pattern, and publication pattern represent an aspect of the publication issuance that work together to create the pattern of issuance.

This may already be filled out if the control you are creating already has one made. For example, Food network magazine has the following pattern that came pre-filled:

i. **Enumeration Pattern**

Controls the pattern of enumeration label, sequence of numeration expressed, and how many issues per each labeled expression. Best way to work in this area is read from bottom up. Example: So many # issues in so many # Volumes per year.

Note: Some serials do not have enumerations. Leave blank if none exist.

1. Use the checkmarks next to the Label columns to express the enumeration pattern. Majority of titles will use two.
2. Change the labels of the pattern using the gadget to open standardized list. Use the label as listed in Colophon over cover information (unless your library has a different procedure). List labels in descending order of pattern. Example: Volume, Issue, Number (continuous item number).
3. Set **Limit** to number of items required to trigger the next higher level of enumeration to change.

*The above example Food Network Magazine has 6 issues per year, numbered in 1 volumes per year. Read bottom to top: 6 issues, per 1 volume (top line is always read as 1 ...), with the 6 issues listed on **Subscription** page.*

4. **Continuous** numeration is the assumption if **only one level of labeled expression** is used. If more levels exist, check label used to express the continuous sequential numbering system. This label will be the last line listed. Counts issues numerically, 1, 2, 3....

Example: A magazine has 12 issues per year, numbered in 2 volumes per year, with 6 issues each, and a continuous sequential number system. Read bottom to top: Number (checked continuous), 6 issues, per 1 volume (top line is always read as 1 ...), with the 12 issues listed on **Subscription** page. Each of the counted sequential numbers will register as 1 issue, Number 4000 = Issue 1 of Vol. 2; Number 4001 = Issue 2 of Vol. 2; Number 4002 = Issue 3 of Vol. 2;..... Number 4010 = Issue 4 of Vol. 3....

5. **Alpha Numeric**, rarely used. Changes the counting system from numbers to an Alpha sequence.

ii. **Chronology pattern**

Express the pattern of the publication cycle with chronological labels. The expression does not control the actual publication cycle.

Use **Serial Control Chronology Workflows** document for chronology information.

Note: Some serials do not have a complex chronology designation. Some patterns are simple: a Year with the enumeration pattern.

1. Choose the Chronology label from the drop-down list that best expresses the chronological expression presented on the serial.
2. Only choose **CUSTOM** when none of the standard chronological label patterns fit what is required.

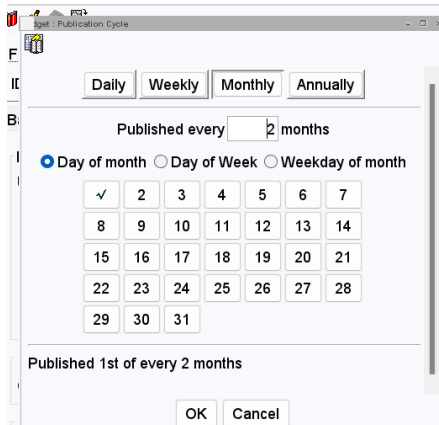
Example: issued monthly, but one issue covers 3 summer months.

- a. CUSTOM opens an additional box in **Chronological pattern**.
- b. Fill in the pattern in order that will be applied to the publications. Use three letter codes for months and seasons (exception Fall), add others as necessary (Holiday).
- c. Separate each expression with a comma.
- d. Use “/” to express combination of months, use “—” to express longer periods of time like 3 months, Jun-Sep.
- e. Assign pattern to capture which year item is covering. First one listed will be assigned to the first issue of the chronological year. Example: Dec/Jan, Feb, Mar, ...Nov will be Dec/Jan 2024, Feb 2024... ; but Feb. Mar, Dec/Jan will be Feb 2024, Mar 2014...Dec/Jan 2024, Feb 2025...

iii. *Publication pattern.*

Controls the actual issuing dates expressed with the **chronological pattern**, and **enumeration pattern**. Applying these patterns may take some practice or experimenting.

1. Check mark **Allow automatic prediction of issues** will allow the prediction gadget to function to make the **Expected** list to be made. Uncheck mark if pattern is irregular.
2. **Publication Cycle** controls the dates predicted. The cycle is expressed in a “short hand.” This cycle is translated from the **Publication cycle gadget**.



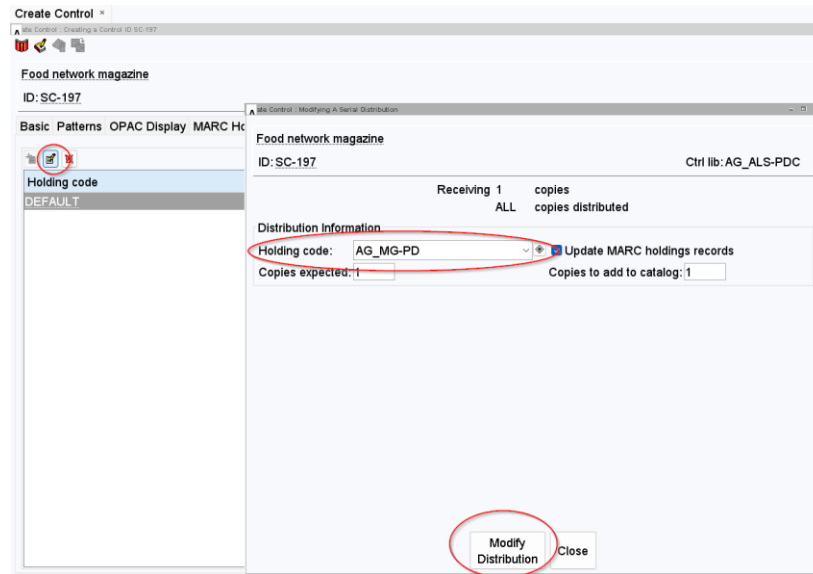
Publication cycle:

- a. Open **gadget** at end of **control field**.
 - b. Set timing using a combination of the tabs at top of gadget, open fields to set standard patterns of months, etc., set regular issuing date with check mark.
 - c. Open the **exception gadget** within the upper left corner of the **gadget**. The **exception gadget** allows for noting exceptions to the standard pattern to be noted and applied. The exceptions may cover all standard holidays, or a month where the serial is not published, an issue of Dec/Jan 2024 would require Dec to be noted as exception of the publication standard timing.
 - d. Click **Ok** to accept exception. Exceptions write to the **gadget**.
 - e. Click **Ok** to accept information from the gadget.
 - f. Information from the **gadget** writes to **control field**.
- e. Fill in distribution under **Distribution** tab.

The Distribution list is the instruction to the database on how to manage each distribution list as the items are checked in.

The listed distributions will account up to the number of copies listed under the **Subscription** tab. Each distribution may account for Location of distribution, category codes, number of copies expected, copies added to the database, and whether to add to the Holdings list.

- i. Always check distribution list. Make sure the destination of the holding code is your correct library.



ii. Edit the Holding code if necessary.

1. Open with the **Modify A Distribution Helper** >
2. Change the number of copies received if necessary.
3. Usually set to “1.” Changing the number of copies to add to the database is generally used when a larger library receives 2 copies with one going to the shelf for patrons and the 2nd copy is a professional copy not available to the public.
4. Keep **Update MARC holdings record** checked unless it is not desired to update the holdings lists seen by the public in RSAcat.
5. Click **Modify Distribution** to save changes.

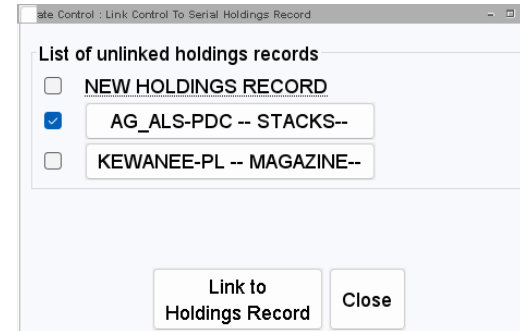
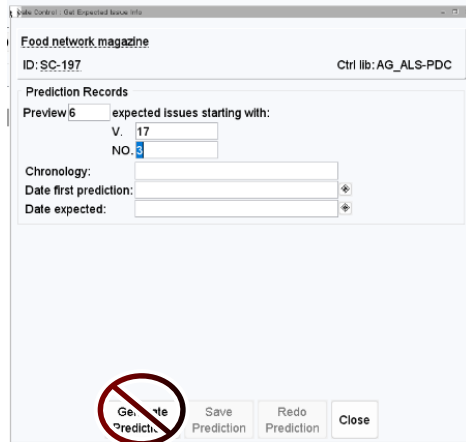


iii. Only if additional distribution lists are required...

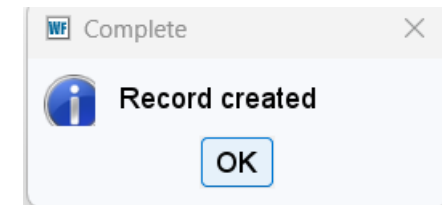
1. Click on the **New Helper**.
2. Assign the next location listed on the **1st line of Extended** tab.
3. Run through the edits as listed in ii above.

iv. Continue through steps iii and ii until all copies listed in the **Subscription** tab are accounted for.

- v. Click **Create Control** (or **Modify Control**) to save changes to the control. If given option between unlinked holdings records, choose your own library and **Link to Holdings Record**:



- vi. You will likely get an error when trying to save here. That's okay. Just **Close** instead of trying to *Generate Predictions*. The Predictions will get set up next.



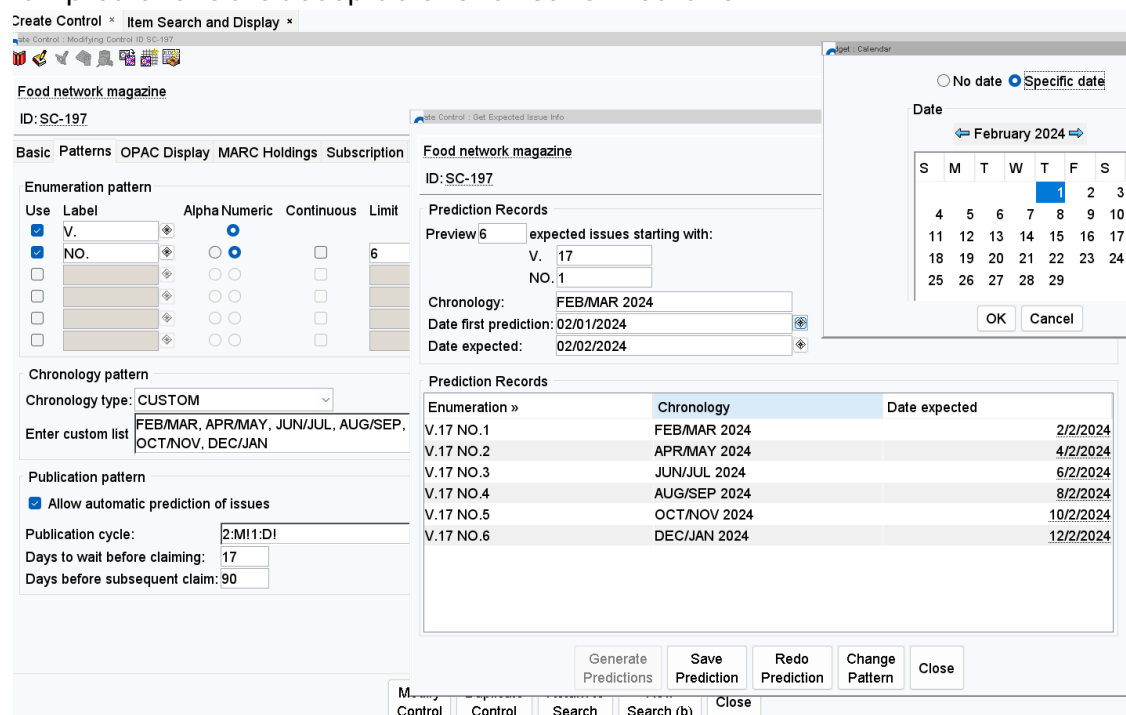
f. Create predictions.

- i. Open **Expected** tab. Tab will have no expectations listed.
- ii. Open **Generate Predictions Helper** located at the top of the **Create Control/Modify control** page.
- iii. Fill in information based on patterns set when control was created. If the pattern is incorrect return to the pattern tab and adjust, as necessary. In the Pattern Tab, your Chronology type is Numeration if you have only an Enumeration Pattern but CUSTOM if you want it labeled by month (see example.)

Also note when Generating Predictions, you must manually check **Specific Date** in the calendar Gadget (for both Date first prediction and Date expected.) See screenshot at the end of this section. This whole helper

is very touchy. It requires you to type out FEB/MAR 2024 – if you don't specify year, at least in this example, it will not let you proceed.

- iv. Provide data based on the issue in hand. Occasionally issue in hand is the 2nd or 3rd issue, with previous issue to be claimed. Adjust entry to account for missing issues when making predictions.
- v. Click **Generate Predictions**.
- vi. Check draft of predictions for correctness. If predictions do not meet expectations and abandon the draft by clicking **Redo Prediction** or **Change Pattern**.
- vii. Draft predictions are acceptable. Click **Save Prediction**.



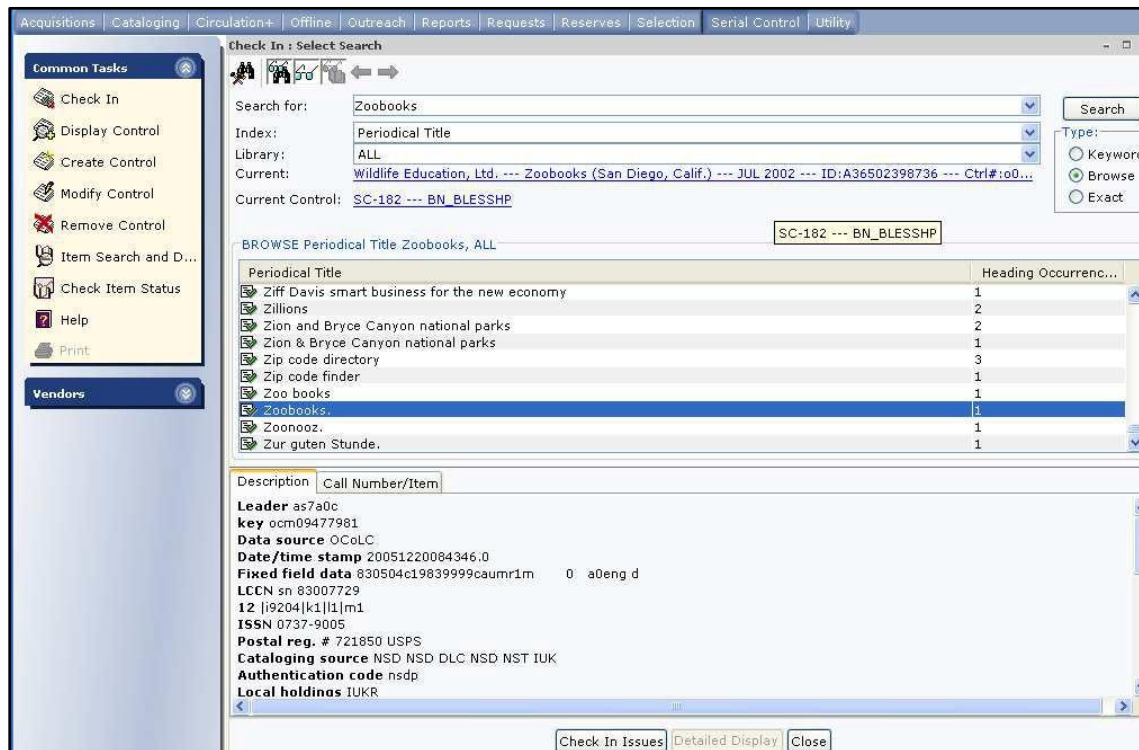
- viii. Draft predictions transfer to **Expected** tab.
- ix. If an error is noticed after information has transferred to the **Expected** tab, adjustments may be done using the gadgets at top of the tab page. Sometimes it will be necessary to delete all the recently created prediction and redo.

3. Move on to the next section to begin to check in issues. The database will automatically delete unused control records. To prevent the removal of the Control Record check in the issue used to create the new control record.

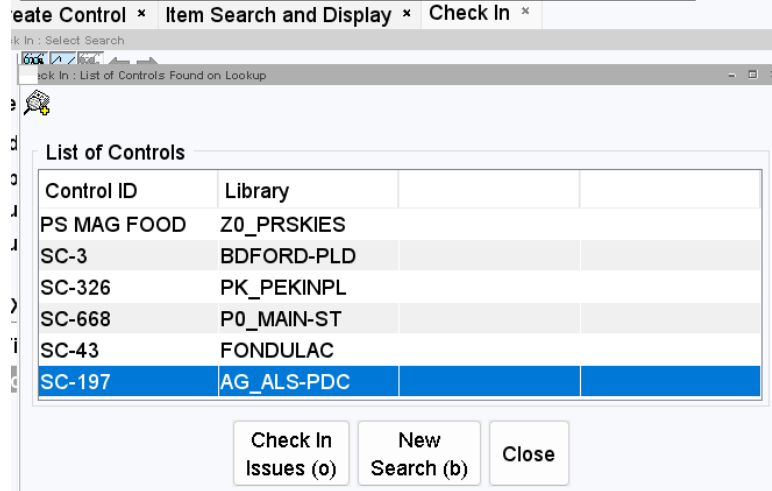
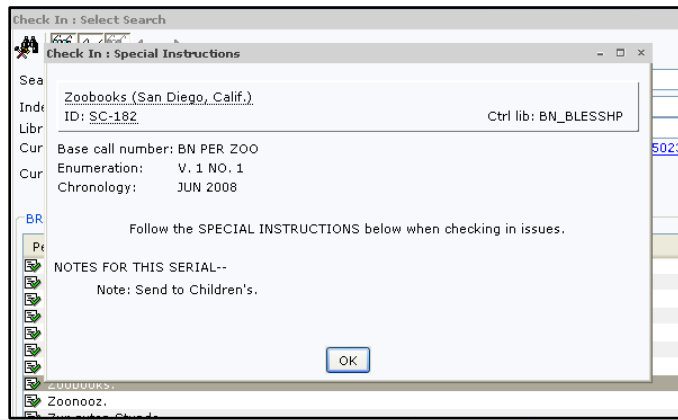
Checking In Serials

Check in an issue.

- 1) Open the **Check In** wizard on the left.
- 2) Search for the serial. Make sure this is correct and then click **Check in Issues**.



Check to see if this is the correct issue, and check the Notes, then click OK.



- 3) If has Serial Controls at multiple libraries, choose your library.
- 4) You will begin at the **“Next Issue”** tab of the Serial Control Check In wizard.
Note: If you have not set up your predictions yet, you will be prompted to do so. Just follow the steps earlier on how to create them.
- 5) If the serial information shown in the **“Expected Issue”** box is correct, then you can click **Check In Now**.
These two screenshots illustrate what this may look like.

Food network magazine
ID: SC-197

Next Issue Expected Received Claimed Control MARC Holdings Distribution

Expected Issue

Enumeration: V.17 NO.2
Chronology: APR/MAY 2024
Base call number: ATONYSTEST

Copies expected: 1 Copies received: 1

Issues Checked In

Check In Now Different Copies Different Issue Selected Issue

Check In : check In Issues

Special Instructions

Zoobooks (San Diego, Calif.)
ID: SC-182 Ctrl lib: BN_BLESSH

Next Issue Expected Received Claimed Control MARC Holdings Distribution

Expected Issue

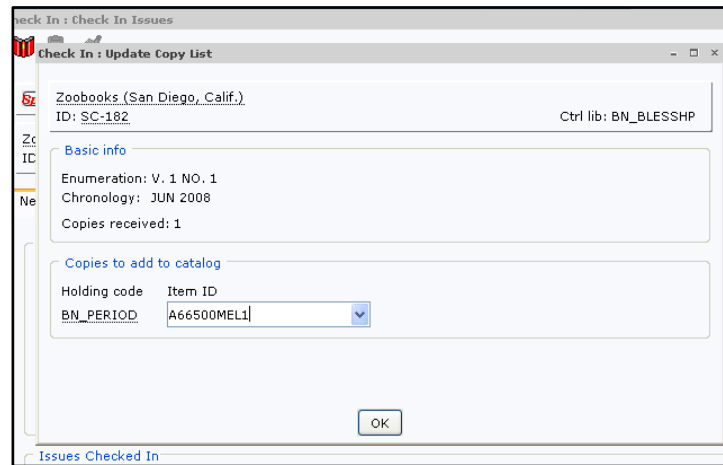
Enumeration: V. 1 NO. 1
Chronology: JUN 2008
Base call number: BN PER ZOO

Copies expected: 1 Copies received: 1

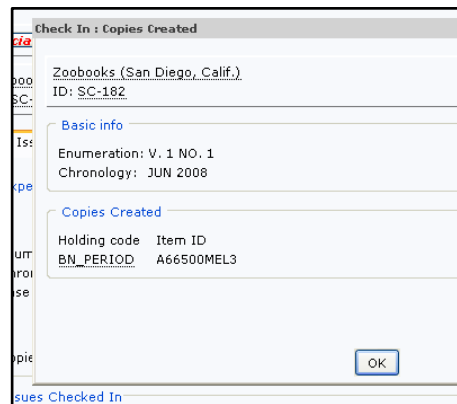
Issues Checked In

Check In Now Different Copies Different Issue Selected Issue (b) Return to Search (g) New Search (j) Close

- 6) If the information does not match the serial in your hand, then you can click Different Issue. At that screen, you can combine issues, modify an issue if the information just needs to be changed, or you can check in a supplement.
Note: You can also view where you are in the predictions by going to the **Expected** or **Received** tabs from the Check In wizard.



- 7) If your control is set to allow you to enter a barcode, this box will pop up. Type the barcode you are putting on the serial in this box, then click OK.



The box will show you your barcode and other information, just click OK.

- 8) Another box pops up showing you that the holdings were created. Choose Next Issue on this screen, or New Search if you have other titles to check in.

The screenshot shows a window titled "Check In : Issue Received". At the top, it displays "Zooobooks (San Diego, Calif.)" and "ID: SC-182". On the right side, it says "Ctrl lib: BN_BLESSHP".

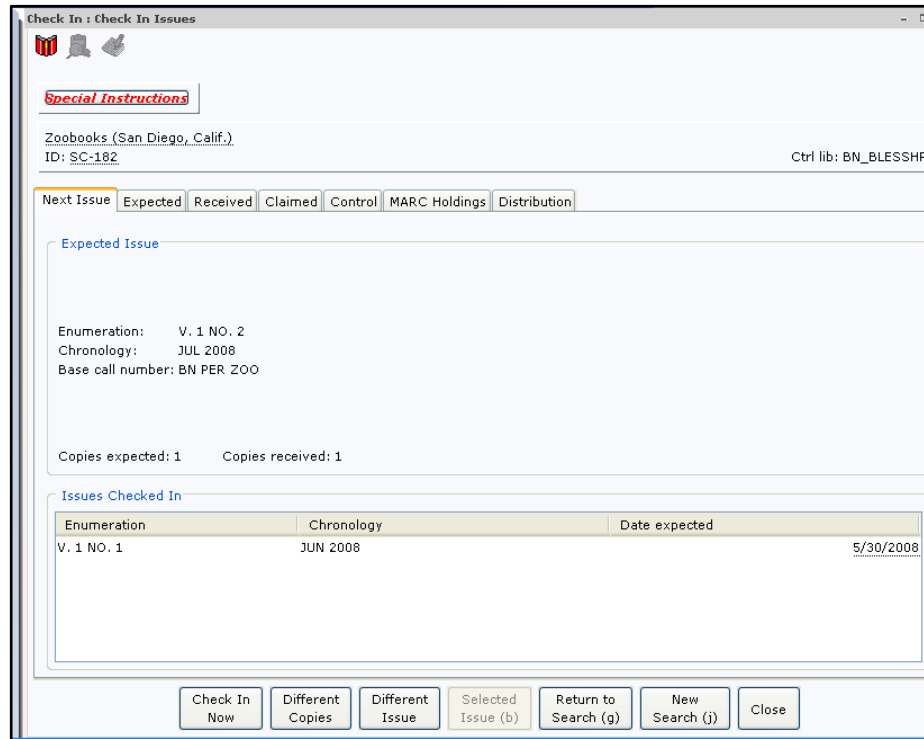
Under the "Basic info" section, the following details are listed:
Enumeration: V. 1 NO. 1
Chronology: JUN 2008
Copies received: 1

The "Distribute Copies Received" section contains a table with the following data:

Holding code >	Copies received	Holdings	Copies added	Routing lists
BN_PERIOD	1	Created	1	1

Below the table, the "Routing List" section shows "Copy: 1".

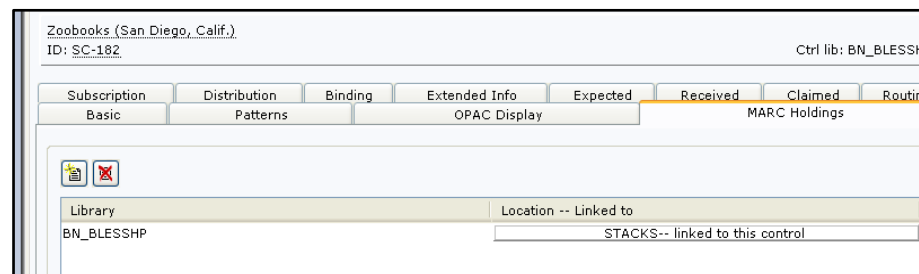
At the bottom of the window, there are three buttons: "Next Issue (o)", "New Search (b)", and "Close".



- 9) You can see in the **Issues Checked In** area the issues you just checked in. Repeat these steps if you have more issues from the same serial to check in. You can also go to the **Received tab**
- 10) Click Return to Search when you are done, and all your search settings will still be there.
- 11) Expected listings will move to the Received.
- 12) Holding list for location will be created with the first checked in item if the distribution list is marked to add a holdings record.

Deleting Holdings

- 1) Click on Modify Control, then on the MARC Holdings tab.
- 2) Click the Modify Holdings Record button.
- 3) You can see your holdings here.



- 4) Find the issue you want to delete and click in the 863 field. Then Right-click and Delete the current field.
- 5) In Modify Control, you can also change and delete the expected issues, modify received issues, and un-receive an issue that you accidentally checked in.

