

Periodicals

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1 **Policies**

1.1 **Collection Development Policy**

The Collection Development Policy of the Clayton State University Library can be found at: <http://www.clayton.edu/Portals/546/docs/policies/2015/collectiondevelopment.pdf>

1.2 **General Policies**

Effective Date: 1995

Review Date: June 28, 2015

The Clayton State University Library will subscribe to the periodical and newspaper titles that best support the curriculum of the University. The number of subscriptions maintained will depend on the level of funding received and on the availability of titles from other sources such as purchased databases and Galileo.

The Clayton State University Library will not subscribe to a periodical title that is only available in an online format if current issues of that title are also available through Galileo or other databases purchased by the Library.

Incoming periodicals and newspapers will be checked-in, processed and shelved as quickly as possible.

The policy of Clayton State University Library is to retain and bind print issues of periodical titles that have been purchased by the Library. All reasonable channels for obtaining missing issues will be pursued so that complete volumes can be bound. See the Incomplete Periodical Volume Policy for additional information.

1.3 **Periodical Order Policy**

Effective Date: September 1, 1987

Review Date: June 28, 2015

The Clayton State University Library uses vendors to maintain and service print and microfilm periodical subscriptions. Most paper periodical subscriptions are handled by EBSCO Subscription Services. Microfilm subscriptions are maintained through National Archive Publishing Company. Individual subscriptions for online periodical content will be managed by EBSCO, the publisher or another agent depending on availability and pricing.

The Dean of Libraries must approve all requests from departments to initiate a new periodical subscription. This ensures that the periodicals are indexed in indexes we

own or access and that the title is appropriate for our collection. It also reduces the chances of duplicating titles that are already available through online databases.

1.4 **Subscription Renewal Policy**

Effective Date: January 1970

Review Date: June 28, 2015

It is the policy of Clayton State Library to renew periodical subscriptions annually. It is preferred that any new print subscriptions will be added to the annual renewal beginning with the first issue of the next volume. New online subscriptions may be initiated at any time so long as the subscription is approved by the Dean of Libraries and on-going funds are available.

It is the policy of the Collection and Resource Management Department to estimate periodical expenditures at the beginning of each fiscal year and to encumber the periodical funds at that time in the Acquisitions System.

It is the policy of the Collection and Resource Management Department to track periodical expenditures by academic department fund code rather than by title.

1.5 **Periodical Check-in and Shelving Policy**

Effective Date: 1970

Review Date: June 28, 2015

New periodical issues will be checked-in in a timely manner. The goal of the Department is to check-in periodicals the day of receipt. Issues will then be processed according to current guidelines and shelved in the current periodical bin for the title.

1.6 **Recent Issue Display Policy**

Effective Date: 1999

Review Date: June 28, 2015

Recent issues of periodical titles will be displayed in the OPAC. This display will be generated from the Serial Check-In component of the Voyager Acquisitions Client. Display of a recent issue should be suppressed when any of the following conditions apply:

- The issue is more than 12 months old
- The issue will be bound in a different physical volume than the most recent issue received.
- The issue carries a volume number that is earlier than the volume number of the most recent issue received.
- The title has been discontinued and the holdings are closed.

1.7 **Periodical Claiming Policy**

Effective Date: 1970

Review Date: June 28, 2015

It is the policy of the Collection and Resource Management Department to claim all missing or damaged periodical issues in a timely manner to insure that the claim can be filled thus reducing the number of incomplete periodical volumes.

1.8 **Incomplete Periodical Volume Policy**

Effective Date: April 22, 2008

Review Date: June 28, 2015

The Clayton State University Library will bind incomplete periodical volumes that are more than one year old. Before binding, every effort should be made to locate missing issues. The Ebsco Missing Copy Bank should be checked. In addition, other vendors who supply missing issues should be contacted.

1.9 **Periodical Cancellation Policy**

Effective Date: 1970

Review Date: June 28, 2015

All decisions to cancel individual periodical titles will be made by the Dean of Libraries in consultation with the Liaison Librarians. Cancellations will normally coincide with the last issue of the current subscription. Cancellation decisions should be made before the vendor enters the order for the next volume. To insure that this takes place at the appropriate time, cancellations for the next year's subscriptions should be sent to the vendor no later than the last day of August.

1.10 Mail Sorting and Distribution Policy

Effective Date: 1970

Review Date: June 28, 2015

New issues of newspapers and periodicals make up a majority of the mail received by the Clayton State University Library. For that reason, the Collection and Resource Management Department is responsible for sorting and delivering Library mail. This task has been assigned to the Serials Librarian.

It is the policy of the Collection and Resource Management Department that mail will be picked up, sorted and delivered each morning following the receipt of mail from the Campus Mail Room.

1.11 Electronic Serials

Effective Date: July 1, 2010

Review Date: July 13, 2015

It is the policy of the Collection and Resource Management Department that multiple formats of periodicals will be kept on the same record. Print, microfilm and electronic holdings will be attached to the same bibliographic record for each individual title. If a record for a print periodical title already exists in the catalog, future electronic holdings will be added to that. New electronic periodical titles will be cataloged using an appropriate record for the electronic format if the library has no preexisting print or microfilm holdings.

2 *Procedures*

2.1 Periodical Order Procedures

When the Dean of Libraries informs Collection and Resource Management that a new periodical title should be ordered, Collection and Resource Management staff will place orders for new titles with Ebsco, the Library's periodical vendor. Whenever possible the order should begin with a complete volume either by waiting to begin the title with the next volume or by requesting back issues of the current volume. It will be the responsibility of the Serials Librarian to place the order for the new title. Funds for these new subscriptions are not encumbered in the Voyager Acquisitions System until the invoice is received.

Periodical orders can be placed by contacting the Ebsco representative through e-mail with the order information or through Ebsco's web interface, Ebsconet. When using Ebsconet, first search for the title to be ordered using the Title or the ISSN.

The screenshot displays the EBSCONET website interface. At the top left is the EBSCONET logo with a registered trademark symbol and a link for "E-Journal Updates [X]". To the right are links for "My Account", "News", "Support & Training", and "Log Off Laura Herndon". Below the logo is a navigation bar with tabs for "My Orders", "Title Search", "E-Journals", and "Reports". Underneath this bar are links for "New Order", "My Publisher Packages", "My Claims", "New Claim", and "Invoices". A "Help" link is located on the right side of the navigation bar.

The main content area is titled "Title Search (New Order)". It features a search form with the following elements:

- Search:** Radio buttons for "Global Title List" (selected) and "Titles Available for Selected Location".
- Search Scope:** Radio buttons for "All Titles" (selected), "EJS Titles Only", "Online Titles", and "Open Access Journals".
- For:** A dropdown menu currently set to "Title Name" and an adjacent text input field.
- And:** A dropdown menu currently set to "ISSN" and an adjacent text input field.
- Show Results:** A button to execute the search.

On the right side of the search form, there is a box containing account information:

- Account Number:** BR37600-01
- Subscriber Code:** AA
- [Select Another Location](#)
- LIBRARY:** CLAYTON STATE UNIVERSITY
- Address:** 2000 CLAYTON STATE BLVD, MORROW, GA 30260, United States

At the bottom of the page, there are links for "Email Us" and "Print Page". The footer contains the following text:

© 2009 EBSCO Information Services, a division of EBSCO Industries, Inc. All rights reserved.
[Terms and Conditions](#) [Privacy Policy](#)
EIS-NETPROD2: (BR37600/BR37600)

Once the correct record has been located select "Order this Title"

The screenshot shows the EBSCONET website interface. At the top, there is a navigation bar with links for 'My Account', 'News', 'Support & Training', and 'Log Off Laura Herndon'. Below this is a menu with 'My Orders', 'Title Search', 'E-Journals', and 'Reports'. A secondary menu includes 'New Order', 'My Publisher Packages', 'My Claims', 'New Claim', and 'Invoices'. The main content area displays the title 'TEST : ENGINEERING AND MANAGEMENT' and navigation links for '« Previous Title | Next Title »'. A red circle highlights the 'Order this Title' button. Below the navigation is a 'Title Details' section with the following information:

General	
Title Name	TEST : ENGINEERING AND MANAGEMENT
Title Notes	/ AIRMAIL/ ALL EXCEPT NORTH AMERICA /
Title Number	883-548-141
Frequency	Bimonthly-5 Or 6 Per Year (Every 2 Months)
Format	Print
Language	English
Country	United States
Publisher Name	MATTINGLEY PUBL CO INC
ISSN	0193-4120
Status	Active
Open Access Title	No
Index Information	No Index
Subject/Classification	
LC Code	TA171 - Engineering (General). Civil Engineering (General)
MARC Record Number	C05205505
Medical Subject Term	
Subject Category	Engineering
UDC	62 - Engineering and Technology Generally
DDC	620 - ENGINEERING & ALLIED OPERATIONS
Issues	
Issues Per Year	6
Volume	1

Be sure to include the start date and the correct Hegis Code with the order. Hegis Codes are used to sort the periodical titles by broad subject. They are also used in the Voyager Acquisitions module to divide the periodical invoice by department.

Current Hegis Codes are:

BUSINESS	LANGUAGE/LITERATURE	POLITICAL SCIENCE
COMMUNICATION	LIBRARY	PSYCHOLOGY
DENTAL HYGIENE	MATH	SCIENCE
EDUCATION	MUSIC	SOCIAL SCIENCE
FOREIGN LANGUAGE	NURSING	SOCIOLOGY
HEALTH CARE MGMT	PE	
HISTORY	PHILOSOPHY/RELIGION	

At the time the order for a new periodical is placed, an entry for the title should be made to the "New Periodical Titles Ordered" spread sheet which is maintained in the Collection and Resource Management Group share folder on the Z drive. This entry should include the title, the date the order was placed, and the start date. The spread sheet should be annotated with any pertinent comments or any problems encountered. A note should be added when the first issue is received. The Periodicals Assistant is responsible for maintaining this information.

2.2 New Title Procedures

When the first issue of a new periodical title is received, the Serial Librarian will forward the issue to the Head of Collection and Resource Management. The Head of Collection and Resource Management will add the new title to the Library's collection. The following are the steps required to add the new periodical title.

First the title should be cataloged according to current cataloging rules using records from the OCLC database and the Voyager Cataloging client. A bibliographic record and a Marc Format Holdings Record (MFHD) will be added to Voyager. Periodical holdings will be recorded using the 853 and 863 paired fields. In addition a Local Holding Record (LHR) will be added to OCLC to facilitate interlibrary loan.

Voyager Records:

The top screenshot shows the Voyager Cataloging interface for a record with Bib ID 26183. The MARC fields are as follows:

Leader	01309cas a2200373 4500	006
005	20110829180353.0	007
008	760223 c 1920 9999 azu b x 1 p _ _ _ _ _ 0 _ _ a 0 eng _ d	

The bottom screenshot shows the 150 Subfield Data table with the following entries:

Tag	I1	I2	Subfield Data
010			‡a 21017038 ‡z sn 78000337
019			‡a 1567360
022	0		‡a 0012-9658
035			‡a (OCoLC)02006581
040			‡a NSD ‡c NSD ‡d HUL ‡d IUL ‡d DLC ‡d SER ‡d NSD ‡d RCS ‡d OCL ‡d AIP ‡d NST ‡d NSD ‡d MYG ‡d AGL ‡d OCL ‡d CAS ‡d TJC ‡d GUA ‡d GMJ
042			‡a nsdp ‡a lc
049			‡a GMJP ‡a GMJL
099			‡a Periodical (Ecology)
210	0		‡a Ecology ‡b (Durh.)
222	0		‡a Ecology ‡b (Durham)
245	0	0	‡a Ecology.
260			‡a [Tempe, Ariz., etc.], ‡b Ecological Society of America, etc.]
300			‡a v. ‡b ill., plates (part col.) ‡c 27 cm.
310			‡a 8 no. year, ‡b 1993-

The bottom screenshot highlights the following fields in the 150 Subfield Data table:

Tag	I1	I2	Subfield Data
014	1		‡a ocrm2006581
852	0		‡b par ‡1 Periodical (Ecology) - Print
853	0	1	‡1 1 ‡a v. 1 (year)
863	3	0	‡1 1 ‡a 53-1: 1972-

OCLC Local Holding Records:

The screenshot shows the OCLC Connexion interface. At the top, there are navigation tabs: Cataloging, Authorities, Express, Pathfinders, and General. Below these are buttons for Search, Browse, Create, and Show. A dropdown menu shows 'WorldCat' selected. The main area displays 'Local Holdings Record: Games' with OCLC 4578677, ISSN 0199-9788, and Dates 19uu-9999. A table of MARC fields is visible, including Leader, 007, 008, 852, 853, and 863. The 853 field shows '\$8 1 \$a v. \$i (year)' and the 863 field shows '\$8 1.1 \$a 33-\$i 2009-'. There are 'Edit', 'Action', and 'View' buttons at the top and bottom of the record view.

Once the bibliographic record has been added to Voyager, a check-in record must be added. The check-in record is added through the Voyager Acquisitions client. A purchase order is required to add a check-in record. A purchase order can be created by following the procedures outlined in the [Acquisitions Section](#) of this manual. The purchase order number used for these purchase orders is based on the title of the periodical and is in all caps. The vendor code is "ebSCO". A line item is added using the bibliographic record of the periodical title. The "Check In" ledger is use and the fund "Periodical". When the first issue is checked-in, the line item status will change from pending to /Received Comp. It is important to remember that purchase orders used for check-in should **NOT** be approved. The "Approve" button should remain unselected.

The screenshot shows the Voyager Acquisitions client interface for a 'Purchase Order: GAMES - [Pending]'. The 'Header' tab is active, showing fields for Order Number (GAMES), Vendor Code (ebSCO), Status Date (02/04/2009), and Amounts (Line Item Subtotal: \$0.00, Other Charges: \$0.00, Total Order Amount: \$0.00). The 'Line Item' table below shows one line item with status '1 / Received Comp', title 'Games', price \$0.00, 1 copy, location 'Periodical Collector', and fund 'Check In / Periodical'. The 'Approve' button in the toolbar is circled in red, indicating it should not be used. The 'Fund' field in the line item is also circled in red.

Once the purchase order and line item have been created Voyager is ready for the check-in record to be created. Open the line item and select the "Type" tab. On the Type tab choose line item type "Subscription" and fill in the Starting Piece Identification. Then select the "Subscription Pattern" button.

The screenshot shows the 'Line Item - Games' application window. The 'Type' tab is selected, and the 'Line Item Type' dropdown is set to 'Subscription'. The 'Starting Piece Identification' field contains 'v.33, no.2 (issue 248) March 2009'. The 'Subscription Length' is set to '0' issues. The 'Subscription Pattern...' button is highlighted. Other fields include 'SICI', 'UPC', 'Start Date', 'Renewal Date', and 'Automatic Renewal'.

Line Item - Games.

File View Tools Help

Save Save and Close

Problems Claims Properties

Delivery Options Notes Order Payment History Receive/Mark

Bib Record Price Copies/Funds Copy Status **Type**

Line Item Type: Subscription

Subscription

Starting Piece Identification: v.33, no.2 (issue 248) March 2009

SICI: Start Date: ...

UPC: Renewal Date: ... Automatic Renewal

Subscription Length: 0 issues

Subscription Pattern...

Vendor Title #:

Vendor Reference Number

<none>

Save

Selecting the Subscription Pattern button in the line item will open the Serials Check-In Search window. Select the “New” button to begin. This will fill in the Component Name field. Fill in a claim interval. The length of time allowed before claiming will depend on the frequency of the publication. Generally, the more frequent the publication, the shorter the claim interval should be. Finally add any notes that are needed. Every title that will be bound requires a note indicating when issues should be pulled for the bindery. In some cases for new titles it may be necessary to become familiar with the title in order to establish the pattern and the note will need to indicate this. For others it will be possible to set the pattern based on the issues in hand. Select “Save”. Then select the “Predictive Component Pattern” tab to continue.

The screenshot displays the 'Subscription Maintenance' window in the Voyager Acquisitions system. The window title is 'Subscription Maintenance' and it includes a 'Set Session Options' button. The main form contains the following fields and controls:

- Title:** This is a test.
- Order Number:** PERIODICAL TEST
- Vendor:** Ebsco
- Call Number:** (empty)
- Location:** (empty)
- Vendor Title #:** (empty)
- Component:** (empty) with a **New** button circled in red.
- Component Details** tabs: **Predictive Component Pattern** (circled in red), Non-Predictive Component Pattern, and Routing Lists.
- Component Name:** (empty)
- Check-In Title:** Check-In
- Category:** Basic
- Note:** (empty text area circled in red)
- Create Items:**
- Default Item Type:** (empty dropdown)
- Don't Claim:**
- Claim Interval (days):** 0 (spinner control circled in red)
- Buttons:** Save, Delete, Start Over

The status bar at the bottom shows 'Acquisitions', the date '02/23/2009', and the time '6:23 PM'.

Establishing the predictive component pattern is a complex task. Refer to the Voyager manual and seek advice from colleagues to learn more about setting the correct pattern. In some cases it will be necessary to create a custom pattern. In other instances a Non-Predictive Component Pattern will be required. Use judgment based on the issues in hand when making this determination. Once the correct pattern has been chosen, select the “Start Prediction” button.

The screenshot displays the 'Subscription Maintenance' window in Voyager Acquisitions. The window title is 'Voyager Acquisitions' and it has a menu bar with 'File', 'View', 'Tools', and 'Help'. The main area is titled 'Subscription Maintenance' and contains several input fields: 'Title' (This is a test.), 'Order Number' (PERIODICAL TEST), 'Vendor' (Ebsco), 'Call Number', 'Location', 'Vendor Title #', and 'Component' (This is a test.). There is a 'New' button next to the Component field. Below the form are four tabs: 'Component Details', 'Predictive Component Pattern', 'Non-Predictive Component Pattern', and 'Routing Lists'. The 'Predictive Component Pattern' tab is selected, showing a list of 'Publication Pattern Model' options. The 'Start Prediction...' button is circled in red. At the bottom right, there is a 'Start Over' button. The status bar at the bottom shows 'Acquisitions', the date '02/23/2009', and the time '6:34 PM'.

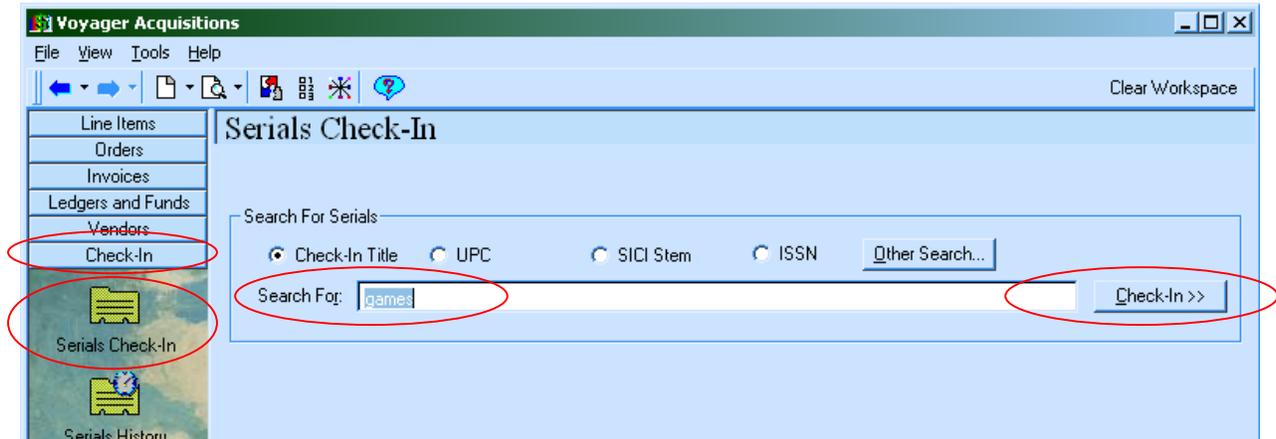
Once the prediction pattern has been established the first issue/s of the title should be checked-in. The Head of Collection and Resource Management should forward the new periodical to the Serial Librarian with instructions to process the issue and to prepare a new current issues bin for the title. See the [Forms Library](#) for the template used to create the labels for the current issues bins. The new periodical is now ready to be shelved.

2.3 Renewal Procedures

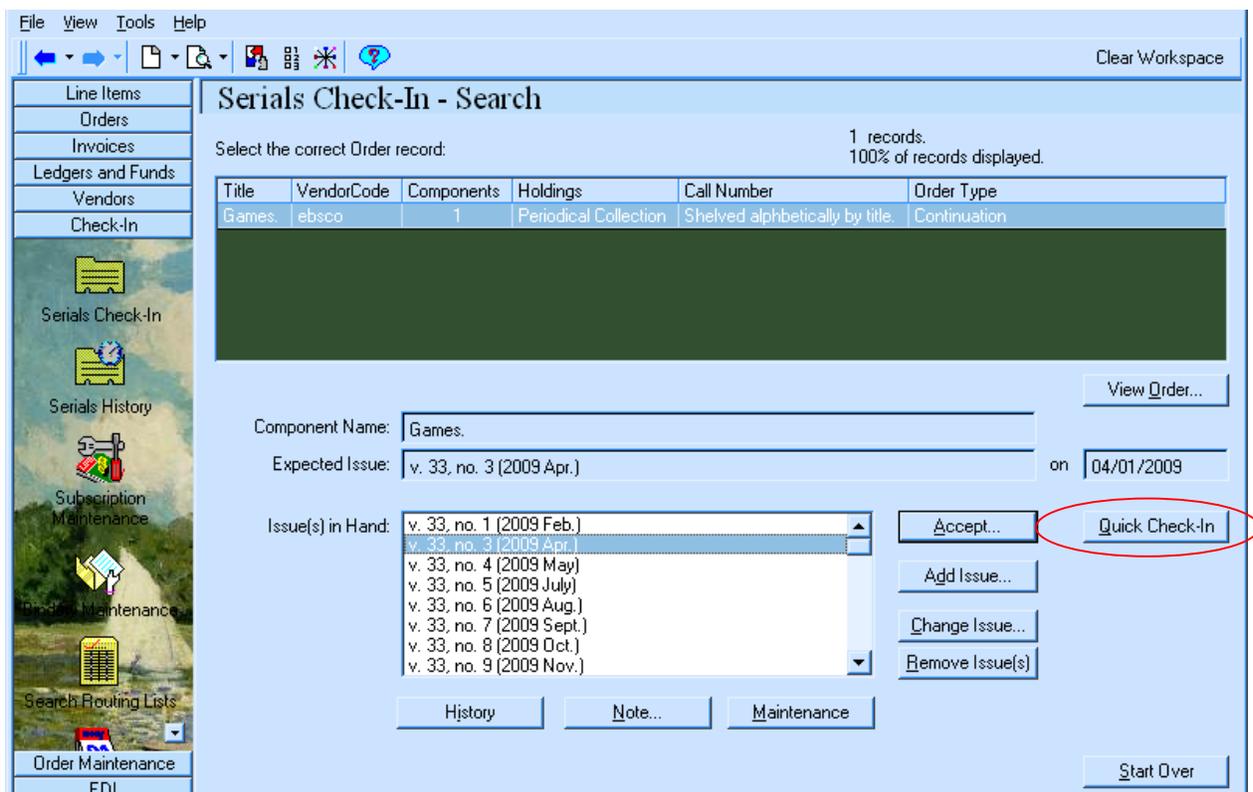
When the annual subscription renewal invoice is received, check-in records are surveyed to make certain that all subscriptions being currently charged are also being currently received. Once this check is completed and any anomalies addressed, the invoice is ready to be processed.

2.4 Check-in Procedures

Current issues of periodicals are checked-in through the Voyager Acquisitions Client. Open Voyager Acquisitions from the “Check-In” menu select “Serials Check-In”. In the “Search For” box type the journal title that is being checked-in. Then select the “Check-In” button.



Read and respond OK to any pop-up note and the resulting screen will list matching titles. The check-in prediction for the first title in the list will also be displayed. If only one title matches the search then only one title will be displayed. Find the volume and issue number that matches the piece in hand. Select it and then select “Quick Check-In”



2.5 Shelving

Each issue of a print periodical is initially shelved by Collection and Resource Management staff members to insure that the issue reaches the correct location. Subsequent re-shelving is handled by Circulation staff.

2.6 Special Procedures by Format

2.6.1 Microfilm

When a microfilm reel is received, the bibliographic record for the title is located in the Voyager Cataloging client and an item record is created for the microfilm volume. A barcode is added on the front of the box which also carries the title. Preferred placement is in the lower right corner but may be adjusted if important information will be covered. Barcodes may also be placed on the top of the microfilm box centered above the title flap.

The microfilm box is stamped with the property stamp and date received on the left side. The property stamp and “not to be taken from library” is stamped on the right side.

Microfilm of periodical titles is shelved in the Periodical collection alphabetically by title. If the Library also has bound volumes or current issues for the title, then the microfilm is placed with these in or near the appropriate volume order. If that is not possible then the Microfilm will be placed at the end of the bound volumes for the title.

Newspapers on microfilm and monographic titles are stored in cabinets. The microfilm is in alphabetical order. Each reel of a title should be added in the correct volume sequence.

2.6.2 Newspapers

When a newspaper issue is received, it is checked-in through the Voyager Acquisitions client and stamped with a property stamp that includes the date of receipt.

Newspapers should be shelved daily as soon as possible after receipt. The most current issue is shelved in the Newspaper display near the circulation desk. The Sunday edition of the *New York Times* contains the *New York Book Review* and the *New York Magazine*, which are taken to the Circulation Desk to keep on Reserve. The latest issue of the *Atlanta Journal Constitution* is also kept on reserve at the circulation desk. Older newspaper issues are housed in the hanging folders at the beginning of the Periodical Collection. At the end of each month, newspaper issues from the previous month are discarded and the labels on the folders are adjusted as necessary.

Any service problems with the *Atlanta Journal Constitution*, *Henry Daily Herald* and *Clayton News Daily* should be reported to the Acquisitions Assistant.

When the microfilm for *New York Times* is received the print copies of the corresponding *New York Book Review* and the *New York Magazine* are discarded.

2.6.3 Periodicals

When a periodical issue is received, it is checked-in through the Voyager Acquisitions client. When a bound volume is returned from the bindery, the volume is barcoded and the barcode number is added to the item record that was created for the volume prior to binding. See the [Binding](#) section of this manual for additional information.

For information on processing both current issues and bound periodicals, see the [Processing](#) section of this manual.

Periodicals are shelved in the Periodical Collection alphabetically by title. Current issues are shelved in bins labeled with the title of the journal and the phrase “Current Issues.” The current issues bin is located on the shelf at the end of any bound volumes for that title. When shelving the loose issues staff should look for mis-shelved issues in the current issue bins and mis-shelved bound volumes to help maintain order on the shelves. Staff members should also note any journals that appear to have missed a binding cycle.

Certain titles are routed to librarians and/or staff. Routing decisions will be included in the pop up note on the check-in record. A routing list is stapled to the front cover of these titles and they are placed in an appropriate mailbox.

The library receives two copies each of the titles *Newsweek*, *Sports Illustrated*, *Time*, and *U.S. News & World Report*. One copy of the current issue of *Newsweek*, *Time* and *U.S. News & World Report* are routed to the Circulation Desk to be held on reserve. The current issue of *Sports Illustrated* goes directly to the shelf. The second copy of each of these titles is kept by the Periodicals Assistant for binding.

The titles *Dental Clinics of North America*, *Medical Clinics of North America*, *Nursing Clinics of North America*, *Orthopedic Clinics of North America*, *Pediatric Clinics of North America* and *Surgical Clinics of North America* are received bound. These journals are not checked-in through Acquisitions but are added with separate item records and barcodes for each issue in Cataloging and processed as complete bound volumes would be.

2.7 **Claiming Procedures**

When an issue of a periodical fails to arrive on time, it is sometimes necessary to send a request or claim to the appropriate vendor or publisher. If a claim is not sent in a timely manner, then it may be impossible to acquire the issue later. Claims may also be sent for issues that are damaged when they arrive.

The Voyager Acquisitions module can be used to facilitate the claiming process. In the Check-in section of the module periodicals are checked in as they arrive. When the time that an issue is expected has elapsed, the issue will be added to the Problems list.

The Problems list is part of the Order Maintenance section in the Acquisitions Module. To view the items that need to be claimed, select <Problems> from the menu bar, then search by <Mark Reason> and search for <System Claim>. Click the <Find> button to execute the search. This search will produce a list as illustrated below. It is possible to sort this list alphabetically by title by clicking on the <Title> heading. This list can be printed to facilitate the claiming process, however it will not print in alphabetical order. To print an alphabetical list by title, copy the information and past into a Word document. Currently we are sending the claims to Ebsconet. To mark issues as claimed highlight them in the report. Then click the <Generate Claim> button. A pop-up box will appear. The reason for the claim can be selected in the <Claim Type> field. Ignore the <Send Claim Via> field and click <Okay>. This can be done for more than one issue at a time. This action will move the issue from the Problems section to the Claims section of order maintenance.

The screenshot shows the Voyager Acquisitions software interface. The 'Problems' section is active, and the search criteria are set to 'Mark Reason' and 'System Claim'. The search results table is as follows:

Title	Issue Identification	Vendor Name
Administrative science quarterly.	v. 49, no. 2 (2004 June)	Ebsco
American business law journal.	v. 41, no. 2 (2003 Winter)	Ebsco
American business law journal.	v. 41, no. 3 (2003 Spring)	Ebsco
American journal of obstetrics and gynecology.	v. 191, no. 4 (2004 Oct.)	Ebsco
Communication monographs.	v. 71, no. 2 (2004 June)	Ebsco
CQ weekly.	v. 62, no. 43 (2004 Oct. 23)	Ebsco
Comparative drama.	v. 38, no. 1 (2004 Spring)	Ebsco
Comparative drama.	v. 38, no. 2 (2004 Summer)	Ebsco
Administrative science quarterly.	v. 49, no. 3 (2004 Sept.)	Ebsco

The 'Generate Claim' button is highlighted in the screenshot.

Under Claims, it is possible to view the issues that have been claimed by searching by <Claim Type> and searching for the appropriate type which will frequently be <No copies received>. By clicking on the + sign it is possible to display additional information about the claims for an issue. The Update Claim button allows the Serial Librarian to add additional information about the claim. When the issue is received or when it is determined that it will not be possible to acquire the issue, then clicking the Cancel Claim button will remove the Claim. Canceling the claim is required to allow the issue to be removed from the check-in record. As long as the issue is associated with a claim, the system will not allow it to be deleted from the check-in record.

Voyager Acquisitions

File View Tools Help

Clear Workspace

Line Items
Orders
Invoices
Ledgers and Funds
Vendors
Check-In
Order Maintenance

Problems
Claims

Claims

Enter search criteria for items on the claim list:

Search By	Condition	Search For	Operator
Claim Type	equal	No copies received	

Find
Clear

Claimed Line Items | **Claimed Issues**

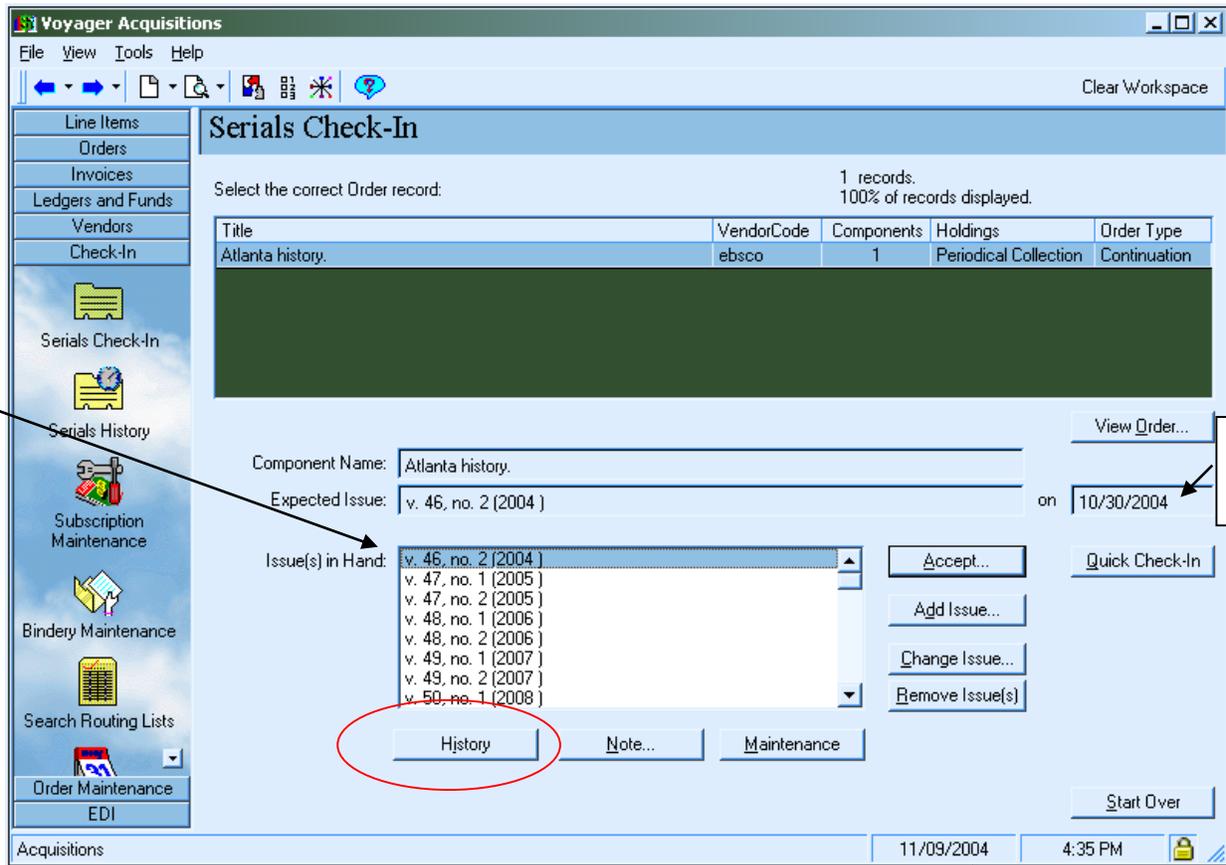
Search Results: 10 100% of records displayed.

Title	Issue Identification	Vendor Name
Atlanta history.	v. 46, no. 2 (2004)	Ebsco
Electronic engineering design.		Ebsco
Aviation week & space technology.	v. 161, no. 14 (2007 Oct. 11)	Ebsco
Barron's [microform]	v. 84, no. 40 (2004 Oct. 4)	Ebsco
Advocate.	no. 918 (2004 July 6)	Ebsco
AWHONN lifelines / Association of Women's Health	v. 8, no. 2 (2004 Apr.)	Ebsco
Library personnel news / American Library Associati	v. 16, no. 3 (2003 Summer)	Ebsco
Library personnel news / American Library Associati	v. 16, no. 4 (2003 Autumn)	Ebsco
Critical care nurse.	v. 24, no. 4 (2004 Aug.)	Ebsco
CQ weekly.	v. 62, no. 36 (2004 Sept. 18)	Ebsco

Generate Claim | Update Claim... | Cancel Claim... | Order... | Invoice... | Print

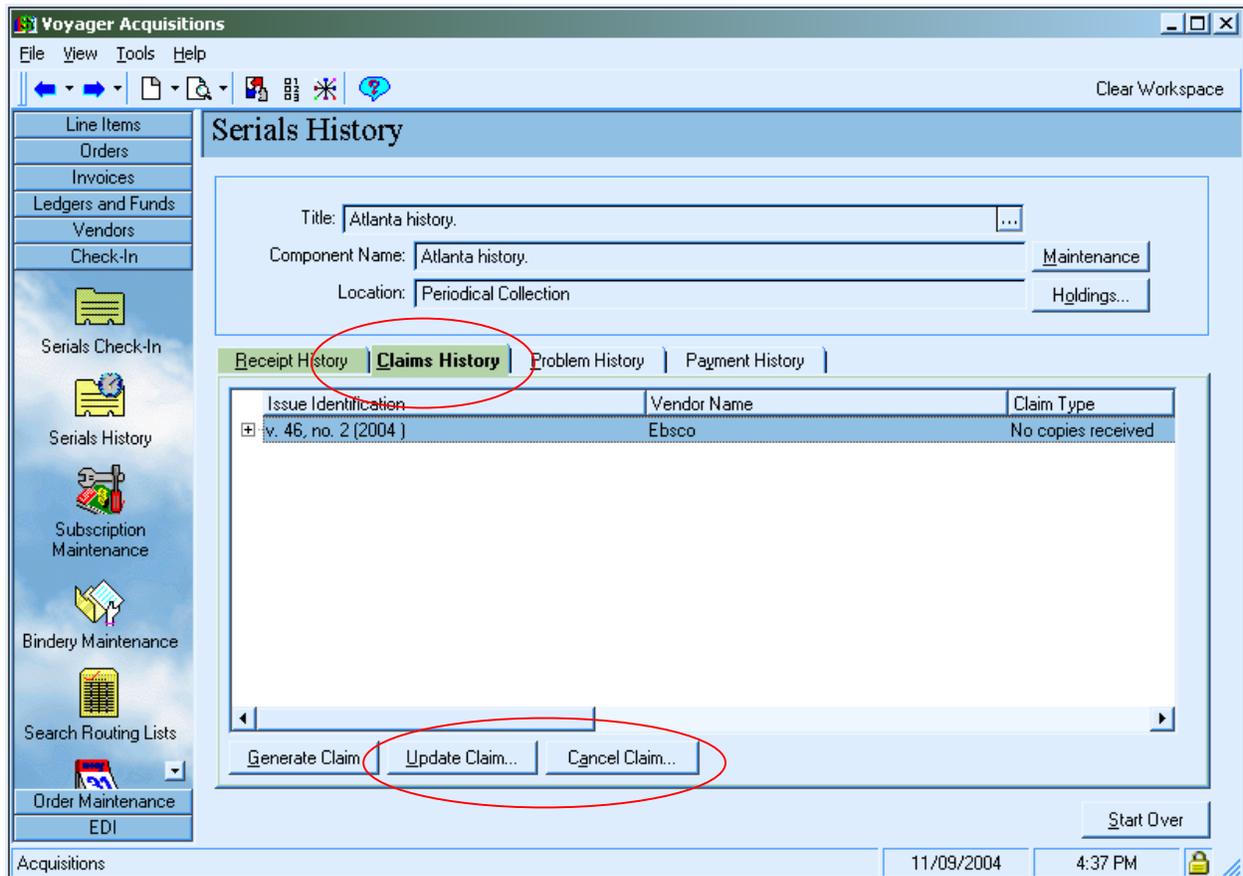
Acquisitions 11/09/2004 4:45 PM

It is also possible to view details about a claim, to update an individual claim and to cancel a claim under Serials Check-in. Below is an example of a periodical issue that is overdue from the publisher.



Notice that v.46 no. 2 was expected on 10/30/2004. By 11/9/2004 it is overdue. This issue has been claimed. It is possible to view the Claim history by clicking on the History button and then selecting the Claims History tab. See the illustration below.

Under Claims History, it is possible to view the issues of a title that have been claimed. By Clicking on the + sign it is possible to display additional information about the claims for this issue. The Update Claim button allows the Serial Librarian to add additional information about the claim. When the issue is received or when it is determined that it will not be possible to acquire the issue, then clicking the Cancel Claim button will remove the Claim from the history.



2.8 Incomplete Periodical Procedures

When it is time for a periodical volume to be bound, if an issue of the volume is missing, then the Serial Librarian should determine if the issue was ever received. If not, the issue should be claimed. If the issue was received, the Serial Librarian should request the issue from the EBSCO missing copy bank. If these efforts are not successful, the volume should be added to a list of incomplete volumes.

Once an issue has been missing for a year and all efforts to claim or locate the issue have been unsuccessful, the Serial Librarian should request the issue from a back volume fulfillment vendor. The Library currently uses Absolute Backorder Service and United States Book Exchange to acquire missing issues.

If the missing issue is not available from a back volume fulfillment vendor, then the Serial Librarian should bind the volume incomplete. A cover page should be included in the front of the volume stating that the volume is incomplete and which issues are missing in the form:

<Periodical Title>

Vol ___ of <Periodical title> is missing the following issues:

For example:

AAOHN Journal

Vol. 38 of AAOHN Journal is missing issue no. 1.

A template for the insert is available. The spine of the bound volume and the item record holdings should include the word: Incomplete.

The holding record in Voyager and on OCLC should be updated with a statement that the volume is incomplete, specifying the missing issue. The form used is: Holdings for vols. 10 & 12 are incomplete: v.10 is missing issue no.3; v.12 is missing issue no.6.

2.9 Mail Sorting and Distribution Procedures

The Periodicals Assistant in Collection and Resource Management is currently responsible for picking up mail from the Library building mail drop location. Mail is delivered around 11:00 am daily. The mail should be picked up from the drop point by 12:00 pm.

The Periodicals Assistant sorts the day's mail and distributes mail addressed to specific individuals appropriately, as well as forwarding all standing order material to the Acquisitions Assistant. S/he may be designated to go through the material addressed to the library in general and to dispose of it using his/her judgment, or s/he may be requested to forward such mail to the Head of Collection and Resource Management or a designee for disposal. S/he retains all the periodicals that need to be checked in.