## 2021 Serials Check In Procedures

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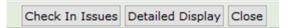
- 1. Open the Serials Module.
- 2. Open the Serials Check In Wizard.



 Perform a search for your periodical title. All magazine titles are followed by the current year. Ex. Equus 2021

Serials Check In (F5) ×				
sials Check In (F5) : Select Search				
Search for:	equus, 2021			
Index:	Periodical Title			
Library:	ALL			
Current Title:				
Current Control:				

4. Select your periodical title and click the **Check In Issues** button located at the bottom of the page.



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5. Select the Control ID for your library and click the **Check In Issues** button.

1	cri	als Check In (F5) : I	list of Controls Found on Lookup		-		×		
i	<u>A</u>								
1	1.5	List of Controls				_			
l		Control ID	Library						
l		SC-6729	SEO						
l		SC-1062	MFP						
•									
	1					_			
			Check In New Issues (a) Search (b) Close						
			Issues (o) Search (b) Close						

6. In the Enumeration text box, input the call number for your magazine. See the <u>2021 Magazine Call Number</u> <u>Guidelines</u> documentation to format your call number with the new 2021 procedures.

Prediction Information Type of special issue: Basic O Supplement O Index					
Enumeration: 2021/01-02					
Number expected: 1 Number received: 1					
Receipt comment:					

- 7. Click the Check In button.
- 8. Scan or type the item ID and click **OK**.

Basic info Enumeration: 2021/01-02 Copies received: 1							
Copies to add to Holding code MFPMAG	o catalog Item ID <mark>32182000485314</mark>	~					
	[	ОК (b)					

- 9. A confirmation window will appear. Click **OK**.
- 10. Check in the next issue of the serial, perform a new search, or close the Serial Check In wizard.

