

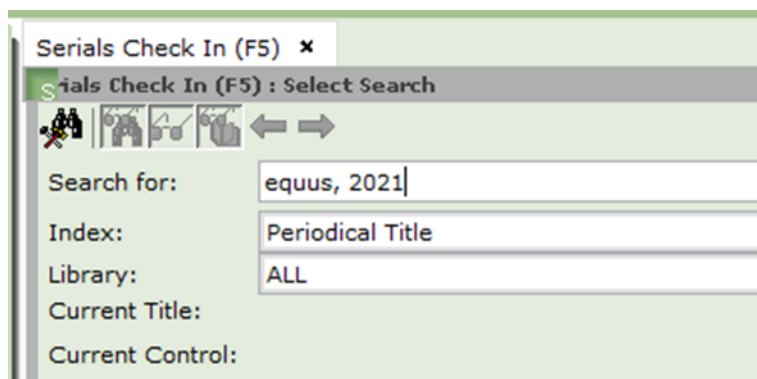
2021 Serials Check In Procedures

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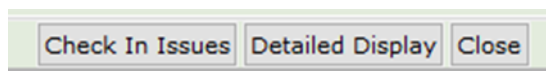
1. Open the Serials Module.
2. Open the Serials Check In Wizard.



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



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.



6. In the Enumeration text box, input the call number for your magazine. See the [2021 Magazine Call Number Guidelines](#) documentation to format your call number with the new 2021 procedures.

Prediction Information

Type of special issue:

Basic Supplement 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 catalog

Holding code Item ID

MFPMAG 32182000485314

OK (b)

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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.

