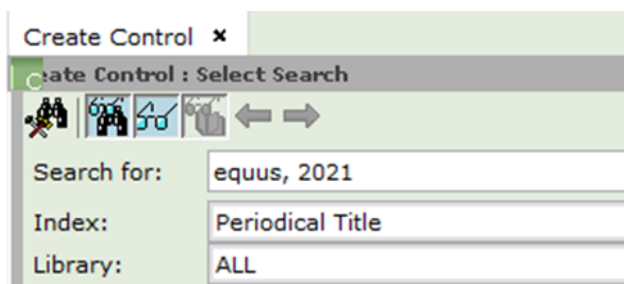# 2021 Instructions for Duplicating Serial Control Records

Creating a Control Record for your magazine is done annually or when you start receiving a new subscription. Control Records allow patrons to be able to place issue specific holds in the online catalog. To create Control Records for your 2021 magazines please follow the steps below.
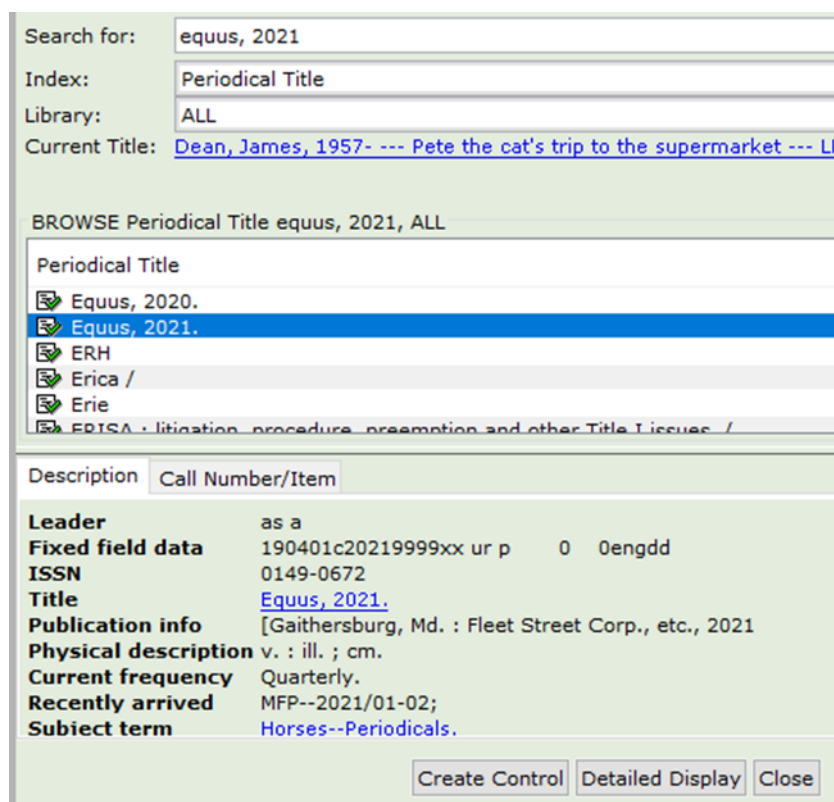
Step One-

1. Open the Serials Module.

2. Open the **Create Control Wizard** located in the **Serials Module**.

3. Perform a search for your periodical title. **All magazine titles that are specified for Serial Control by SEO are followed by the current year. Ex. Equus 2021**

4. Select your periodical title and click the **Create Control** button located at the bottom of the page.

5. In the dialog box that opens, select **Display Control.**
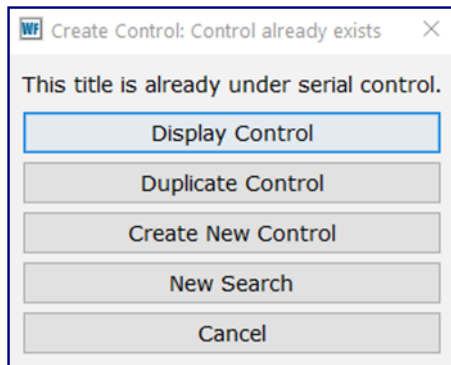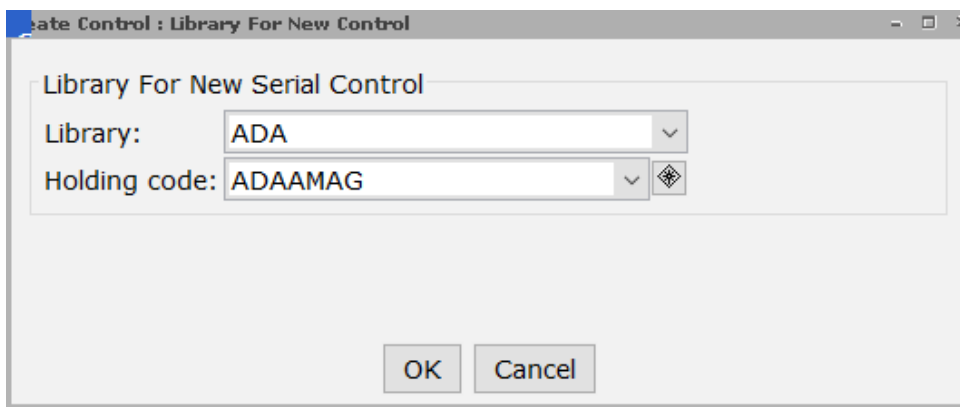

6. In the window that opens, you will see the 3-letter code for the libraries that already have a control record created. **Highlight SEO's control record.**
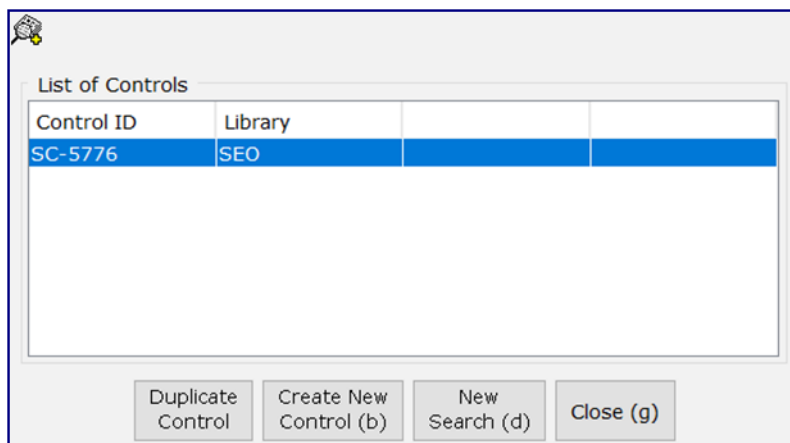
7. Select **Duplicate Control.**

8. In the next dialog box, **change the codes to YOUR library's 3 letter code AND holding code**.

9. Click OK. The next screen will default to the Basic tab.

Step Two-

1. **Basic tab**. Check this tab for the following:

    Base call number = **MAG**

    Class scheme = **DEWEYPER**

    Status = **ACTIVE**

2. **Patterns tab**.

    Chronology = **NUMERATION**

    Allow automatic prediction of issues must be **UNCHECKED**

3. Select **Create Control**.

4. **If your library subscribes to multiple copies of a magazine, proceed to Step Three.**

Step Three-

1. **Subscription tab**.

   Copies to receive is equal the number of subscriptions you have for this title.

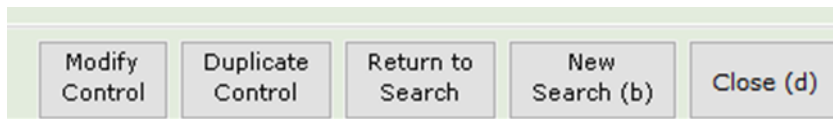   If your library has more than one subscription for a title, you can modify the Copies to receive.

   If you process magazines for multiple branches, you can modify the Copies to receive and create multiple distributions in the Distribution Tab. Or, you can create a separate control record for each branch.

   Because we will NOT be using Prediction Patterns, you DO NOT have to insert the Number of Issues.

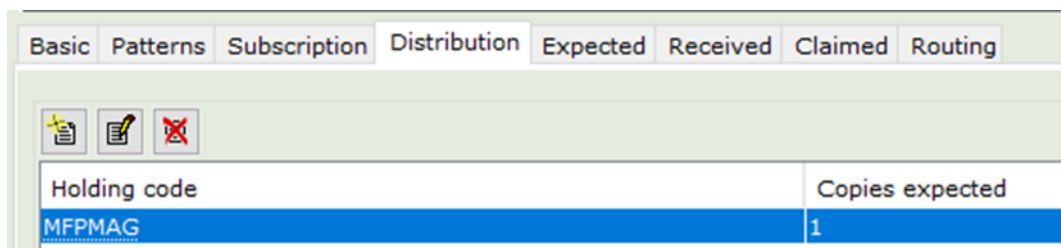   After updating copies to receive, **select Modify Control**.

2. **Distribution tab**.

   If you process magazines for multiple branches, you will need to set up distributions after updating number of copies.

   Select the **Create Distribution helper**.

Update the **Holding code** to for the additional locations.

Update **Copies expected** to the number of copies that library will receive.

Select **Create Distribution**.

Repeat this process until all copies have been assigned to the proper location.