Barcoding Magazines

1. Locate the Record # on the list of magazines held by PLS libraries.

Magazines	Held By PLS			
•				
RECORD #	TITLE	BIB UTIL #	STANDARD #	
b12998928	AARP the magazine (A ed.);"AARP the magazine."	ocm50718933	1541-9894	
b12998928	AARP the magazine (A ed.);"AARP the magazine."	ocm50718933	1541-9894	
b14158267	Acoustic guitar.	ocm21354637	1049-9261 1049-9261 1044-92611	
b11019426	Action comics (New York, N.Y. : 1989);"Aetion comics."	ocm21765702		
b11019426	Action comics (New York, N.Y. : 1989);"Action comics."	ocm21765702		
b12450145	All you. ,	ocm55522064	1550-6924	
b13056700	Allure (CondA© Nast Publications, inc.);"Allure."	ocm22969368	1054-77111	

2. Go to the SEARCH/HOLDS function in Sierra.

	FUNCTION Check Out (Circulation Desk)	-
	CIRCULATION	
Kauar Care Datan Danada Carat	Check Out (Circulation Desk)	
rowse	Check-In (No Patron)	
	Search / Holds	
Name	Email Renew (No Patron)	
Barcode	Address View Outstanding Holds	
Expiration Date	Clear Expired Holds and Holdshel	f
Birth Date	Notices	
Patron Type	Fines Paid	
	Count Use - Item Use 3	

3. Choose .RECORD NO from the dropdown box.

<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ool	ls <u>A</u> dmin Re <u>p</u> orts <u>H</u> elp		
sierra		FUNCT	TION Search / Holds
t TITLE Browse t TITLE a AUTHOR c CALL NO W KEYWORD	▼ <u>S</u> ear	ch +	Edit Summary Print Close
. RECORD NO d SUBJECT g GOVT DOC NO i STANDARD NO k TITLEKEY	×		

4. Enter the .RECORD NO into the search box. Make sure you include the "b" before the number.

<u>File Edit View Go Tools A</u> dmi	Reports Window <u>H</u> elp						
sierra		FUNCTION	Search /	Holds			-
RECORD NO b111 Browse	71078 <u>Search</u> +		View	Edit	Summary	Print	Close
	↑						
Click the Search	button to retrieve the BI	B record for that ma	gazine				

6. Choose ITEM from the dropdown menu for View.



Cumuly	Summary	
Record i2148904x	Vie <u>w</u> h Hold 🔻 Hold Copy Returned Soonest	Hold Selected Item Transfer Holds
Item-Level Holds 0	i ITEM	All
Bib-Level Holds 0	# c Holdings Call Num Barcode 1 i h Hold AZINES V21N3 36601012489459 2 i n.n. AZINES V22N1 36601012846179	e Location Due Date Holds atper CLMS RE 0 ^ atper 07-28-20 0
	3 Identified Identified <th>atper AVAILAB 0 atper CLMS RE 0 atper AVAILAB 0</th>	atper AVAILAB 0 atper CLMS RE 0 atper AVAILAB 0

7. Click on Attach New Item

Summary	Summary			
Record i2148904x	Vie <u>w</u> i ITEM 🔻	Att	tach <u>N</u> ew Item	e <u>M</u> ove Se <u>l</u> ect
Item-Level Holds 0	# Record Number	Location	Barcode	Volume
	✓ <u>1</u> i2148904x	atper	36601012489459	V21N3 MAY-JUN 2013 A
	i21907225	atper	36601012846179	V22N1 JAN-FEB 2014
Bib-Level Holds 0	i22087540	atper	36601012846989	V22N3 MAY-JUN 2014
	i22213946	atper	36601012847458	V22N4 JUL-AUG 2014
	5 i22320659	atper	36601012847961	V22N5 SEP-OCT 2014

A template will open up for you to enter the BARCODE and VOLUME.

8. Scan in the barcode that you have affixed to the upper left-hand corner of the front page of the magazine.

Insert a non-MARC field									
b Barcode	•								
Next Cancel New Record Creation									
Due Date		Total Checkouts		Year-1	to-Date Circ				
Click on 🚺	xt								

Enter the Volume information of the magazine as shown in Appendix A. (Found at the end of the instructions.)

Insert a non-MARC field	 					
v Volume 🗸						
	 Next	<u>C</u> ance	l New Record	Creation	 	
Click on Next	1 <u>-</u> <mark>-</mark> .					

9. Double check to make sure your barcode and volume information was enter correctly.



Appendix A

Use CAPITAL LETTERS to enter "V" for volume, "N" for number, "NOV" for months.

In the Volume field, enter:

- 1. V—(Volume. Example: V64)
- 2. **N**—(Use for "number" and "issue". Example: N7)
- 3. Month. Example: JAN, FEB etc. Use only three letters in CAPS for the month.
- 4. Day. Example: 5,15, 31 etc. The day is used for weekly magazines.
- 5. Year. Example: 2009, 2010 etc

Example of a holdings statement:

V123N45 DEC 21 2009

V123N45 DEC-JAN 2009-2010

Notice that there is a space between the month, the day, and the year. This makes for a better display for the patron. Always check for accuracy before saving the record.

Special Considerations:

Quarterly Issues:

In the month area, enter: SPR, SMR, FAL, WTR if the data is available.

Bi-Monthly Issues:

In the month area, enter: JAN-FEB, MAY-JUN, etc.

Special Issues:

After the holdings, leave a space and enter: SPECIAL ISSUE

Please contact me at the Service Center for any corrections, changes to records.