

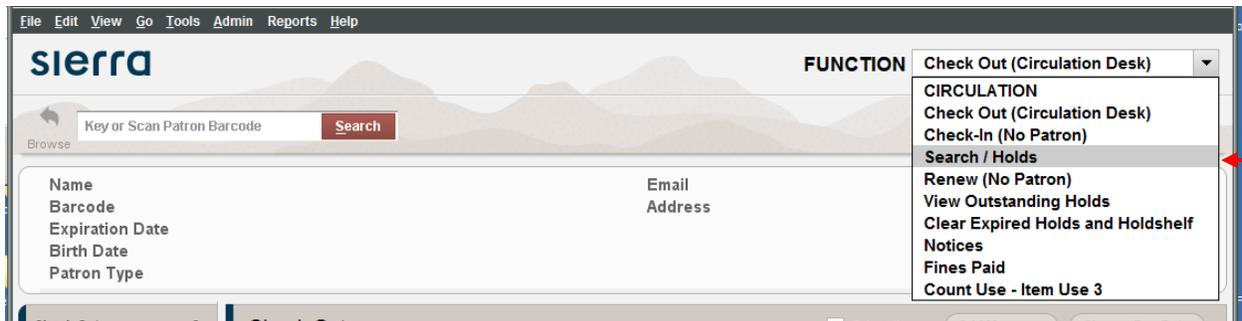
Barcoding Magazines

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

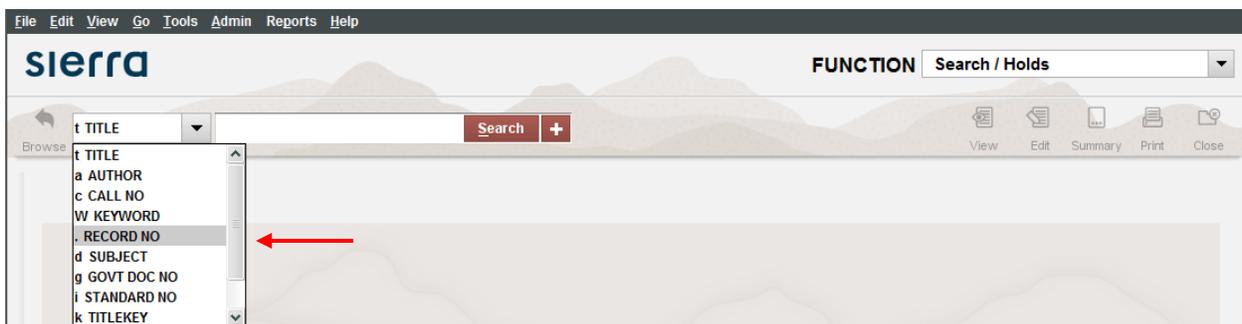


Magazines Held By PLS			
RECORD #	TITLE	BIB UTIL #	STANDARD #
b12998928	AARP the magazine (A ed.);"AARP the magazine."	ocm50718933	1541-9894
b12998928	AARP the magazine (A ed.);"AARP the magazine."	ocm50718933	1541-9894
b14158267	Acoustic guitar.	ocm21354637	1049-9261 1049-9261 1044-92611
b11019426	Action 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.

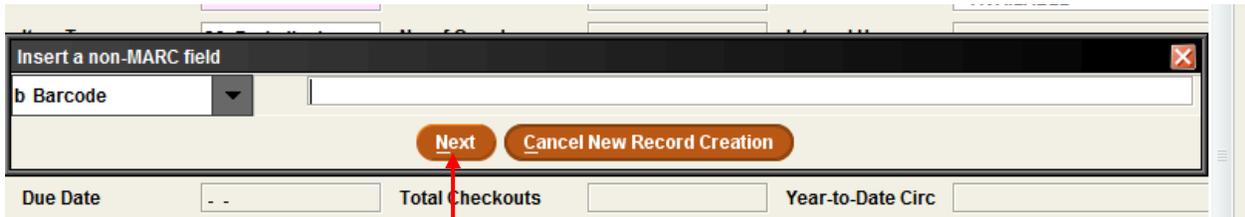


3. Choose .RECORD NO from the dropdown box.



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

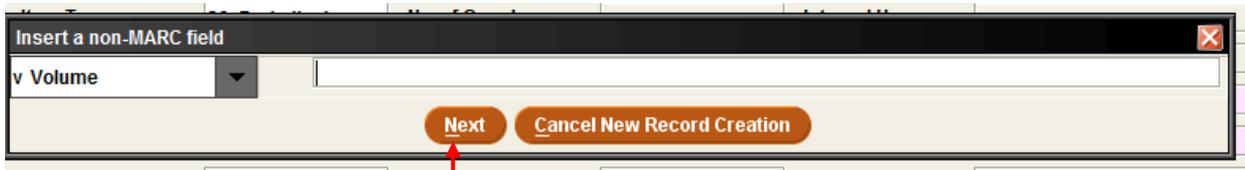
b Barcode

Next Cancel New Record Creation

Due Date -- Total Checkouts Year-to-Date Circ

Click on 

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



Insert a non-MARC field

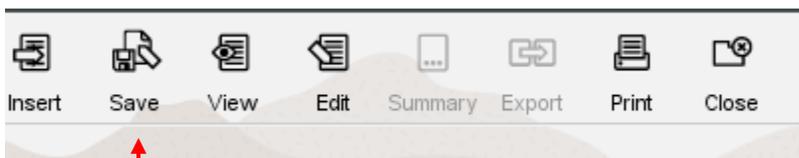
v Volume

Next Cancel New Record Creation

Click on 

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

10. Click on  .



Insert Save View Edit Summary Export Print Close

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.