Chapter 23 -- Adding Magazine Issues

Currently each magazine issue is added as a separate volume to the main serial record. A serials module is slated to be added to Evergreen in late spring, 2009, which should change the process of adding magazines. Due to the variation in editing done to serials records, there are likely to be multiple duplicate records in the Evergreen Indiana database for each serial title. Since the goal is to have just one record, you are encouraged to report duplicates to the Cat-1 at your library. The Cataloging Committee is working on a plan for merging the serial records.

In order to find and report duplicates, search for the title of your item in Evergreen using the Everywhere search mode. To set Everywhere as the default search mode, see Setting User Account Preferences to Search All of Evergreen Indiana on page 2.1, or consult with the Cat-1 at your library. However, due to the number of records, it may be simpler to limit searches to your library only.

When you find a match which contains your libraries holdings, click on the title to view the record.
Switch from OPAC view to the **Holdings Maintenance** view by clicking on **Actions for this Record** at the upper right or type **Alt + A**.

Select **Holdings Maintenance (Alt + H)** from the drop down list.
Your screen will change to the Holdings Maintenance view:

![Holdings Maintenance View](image)

Notice the check boxes in the Holdings Maintenance display labeled Show Volumes and Show Items. Click on the boxes to place a checkmark in each. Then, to set Holdings Maintenance as your default view, go to Actions for this Record (Alt + A) and choose Set bottom interface as default. The next time you click on a record title it will take you directly to this screen instead of the OPAC view. You can also change your default to back to OPAC view, to MARC view or to MARC edit as needed.
From the Holdings Maintenance screen, click on the name of the Branch where you wish to add the Holdings to highlight the branch line.
Right click or click on **Actions for Selected Rows (Alt + F)**. Select **Add Volumes (Alt + V)** from the drop down list.
The Volume/Copy Editor screen appears:
Type 1 for the number of volumes in the volume box and hit **Enter**.
The Call number and Copy number boxes will appear:
Enter your call number into the call number box. If you want the magazines to display chronologically, you will need to enter the magazine date first in the following format Year/Month/Day (2009/01/05) or Year/Month (2009/01) when there is no day. You can enter call numbers with letters if these are used at your library, but a call number such as the one displayed below will cause the magazines to display alphabetically rather than by date.

Enter 1 for the number of copies in the copy box, and hit Enter.

An empty, unlabeled box will appear:
Enter your barcode in the box, then click on the button to the right that is labeled Edit then Create (Alt + C).
The **Copy Editor** appears:
Select the correct magazine template from the drop down list as shown below. If there are no templates, see **Creating Templates** on page 6.1, or consult with the Cat 1 at your library. Once you select your template, and the template name is displayed in the box, click **Apply (Alt + Y)**. If the template you need is already displayed in the box, you do not need to select it from the list, just click Apply.

After you apply your template, do any other editing necessary, for instance, adding the price, click on the button at the lower right that is labeled **Create Copies (Alt + M)**.
A message will appear that says **Items added/modified.**
Click **Create Copies (Alt + M).**

Click **OK** or press **Enter.**
Your copy will appear on your holdings maintenance screen. Notice that the item is at status “In Process.” Checking in the magazines will change their status from In Process to Available so that they can circulate.

To make magazines immediately available you will need to change the status in the magazine template. See Chapter 6 – Templates or consult with the Cat-1 at your library.
Editing Magazine Issues

To make changes, for instance if you have applied the wrong template, highlight the item line you wish to change. Then right click or click on Actions for Selected Rows (Alt + F). Select Edit Item Attributes from the drop down list.

The Copy Editor screen displays:

If you had entered anything incorrectly, you can change it from this screen. At this point you can also add copy notes, if desired.
Editing Magazine Call Numbers

To change a call number, highlight the call number line you wish to change. Then right click or go to Actions for Selected Rows (Alt + F) to select Edit Volumes (Alt + V). A small window will open with the call number in a text box. Make your corrections and click the Modify button.

A dialog box will open up saying Volumes modified (even for one volume).

Click OK or press Enter. Your changes will be reflected on the screen.