INSTRUCTIONS FOR ADDING LEGAL/CLASSIFIED SERIALS
(No "Receiving" necessary)

Look up the title
Select the correct entry by clicking on the title. This will bring up the Bib Record.

Click on EDIT in upper right corner
Click on the VIEW INVENTORY icon (second from left, looks like a file with a magnifying glass)

Click on VIEW ITEMS (Suhr)
Click on ACTIONS, ADD ITEMS

Fill in the following blanks as best as possible. It may take a few tries to get the Description to look like it should.

MATERIAL TYPE = Book
ITEM POLICY = Reference (or ?)
RECEIVING DATE = click on calendar in block to get the current date
ENUMERATION A = year
ENUMERATION B = volume & number
GENERATE – Does the description appear the way it should be? Add spaces if needed. If totally messed up, try putting the information in the different enumeration blanks.

When satisfied, scan barcode.

Copy and paste the Call number and the Description to the Spine Label template to make labels. ADD Ref. at the beginning if the book is to go in Reference. These call numbers will need to be fixed on the label to make them appear correctly.

End process the items, shelve.

TO WITHDRAW SUPERSEDED VOLUMES
The barcode can be scanned or search by title

Select the correct entry by clicking the title which will bring up the Bib Record

Click on EDIT, VIEW INVENTORY, VIEW ITEMS

To find the correct item, search by scanning the barcode.

Select the item to be withdrawn and put a checkmark in the box in front of the entry.

Click on WITHDRAW ITEMS (at the top of the screen new Actions)

Discard/recycle the withdrawn items.

If an entire record (bib, holdings, items, OCLC) is to be withdrawn call Jayne Beichner for helpl.