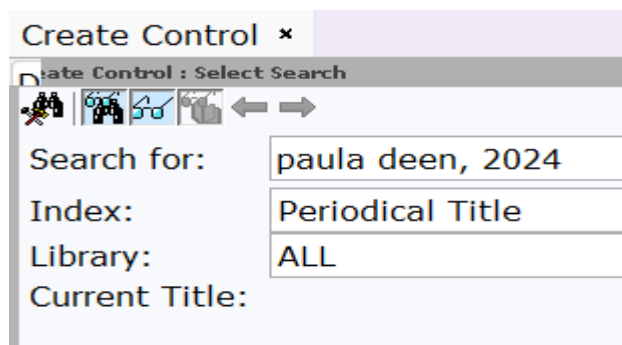


2024 Instructions for Duplicating Serial Control Records

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 2024 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. Paula deen, 2024**



Create Control ✕

State Control : Select Search

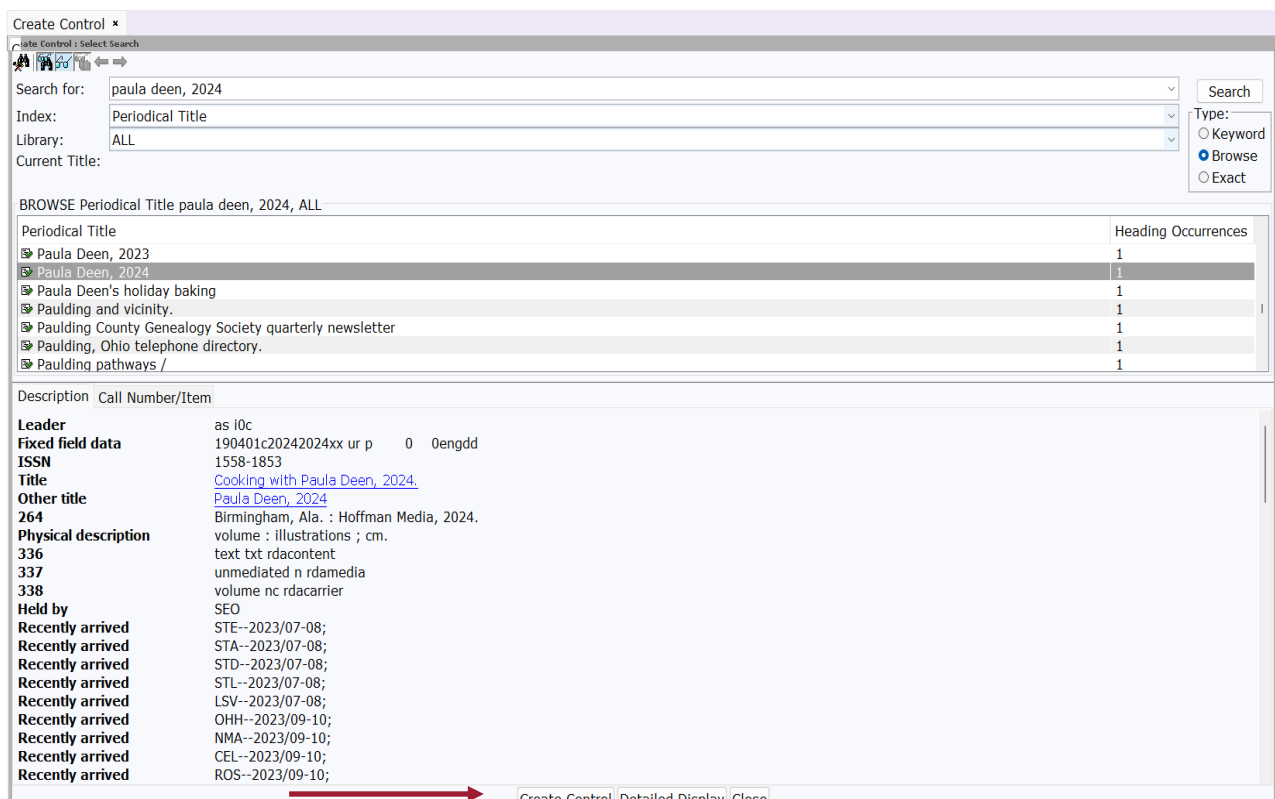
Search for: paula deen, 2024

Index: Periodical Title

Library: ALL

Current Title:

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



Create Control ✕

State Control : Select Search

Search for: paula deen, 2024

Index: Periodical Title

Library: ALL

Current Title:

BROWSE Periodical Title paula deen, 2024, ALL

Periodical Title	Heading Occurrences
Paula Deen, 2023	1
Paula Deen, 2024	1
Paula Deen's holiday baking	1
Paulding and vicinity.	1
Paulding County Genealogy Society quarterly newsletter	1
Paulding, Ohio telephone directory.	1
Paulding pathways /	1

Description Call Number/Item

Leader as l0c

Fixed field data 190401c20242024xx ur p 0 0engdd

ISSN 1558-1853

Title [Cooking with Paula Deen, 2024.](#)

Other title [Paula Deen, 2024](#)

264 Birmingham, Ala. : Hoffman Media, 2024.

Physical description volume : illustrations ; cm.

336 text txt rdacontent

337 unmediated n rdamedia

338 volume nc rdacarrier

Held by SEO

Recently arrived STE--2023/07-08;

Recently arrived STA--2023/07-08;

Recently arrived STD--2023/07-08;

Recently arrived STL--2023/07-08;

Recently arrived LSV--2023/07-08;

Recently arrived OHH--2023/09-10;

Recently arrived NMA--2023/09-10;

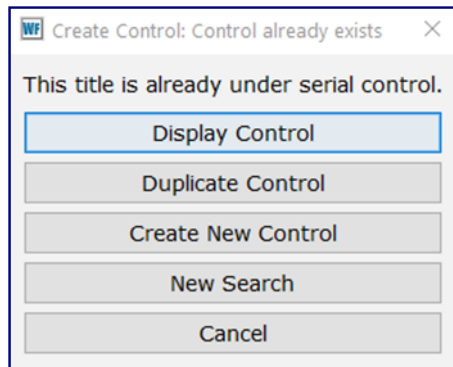
Recently arrived CEL--2023/09-10;

Recently arrived ROS--2023/09-10;

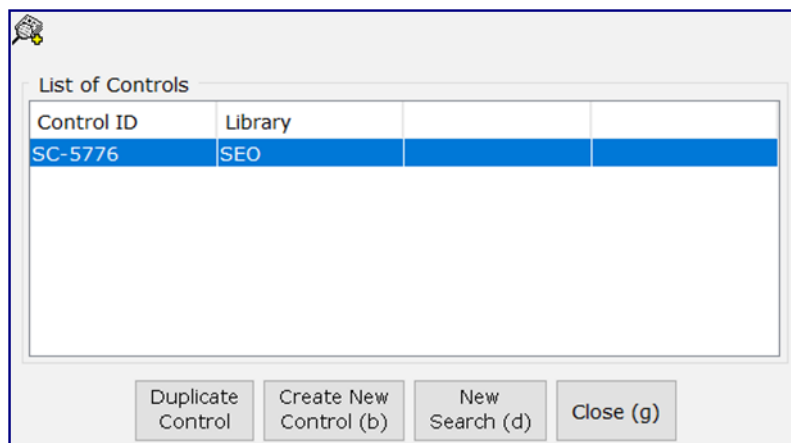
[Create Control](#) [Detailed Display](#) [Close](#)

2024 Instructions for Duplicating Serial Control Records

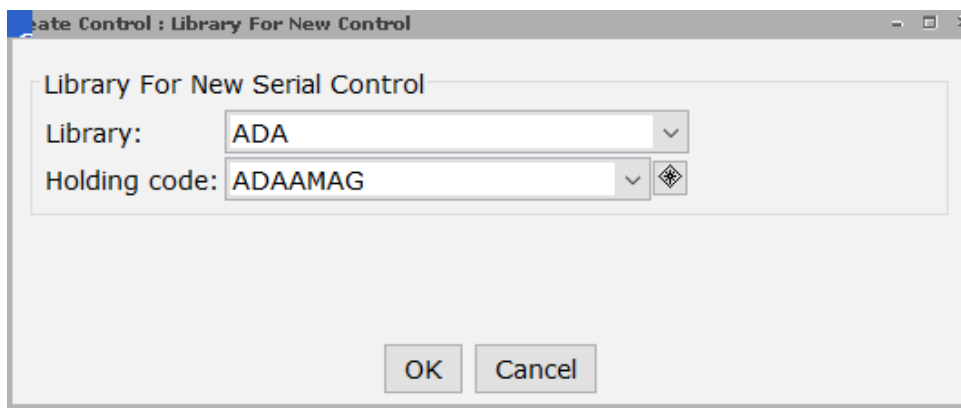
5. In the dialog box that opens, select **Display Control**.



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 control record.**



7. Select **Duplicate Control**.
8. In the next dialog box, **change the codes to YOUR library code AND Holding Code.**



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

2024 Instructions for Duplicating Serial Control Records

Step Two-

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

Base call number = **MAG**

Class scheme = **DEWEYPER**

Status = **ACTIVE**

Basic	Patterns	Subscription	Distribution	Extended Info	Expected	Received	Routing
New control ID:		SC-416			Status:	ACTIVE	
SISAC ID:		0149-0672			Category1:		
Vendor title#:					Category2:		
Base call number:		MAG					
Class scheme:		DEWEYPER			Date created: 10/5/2021		
Subscription ID:							

2. **Patterns tab.** Check this tab for the following:

Chronology = **NUMERATION**

Allow automatic prediction of issues is **UNCHECKED**

Chronology pattern	
Chronology type:	NUMERATION
Publication pattern	
<input type="checkbox"/> Allow automatic prediction of issues	
Publication cycle:	
Days to wait before claiming:	0
Days before subsequent claim:	0

3. Select **Create Control**.

Create Control	Return to Search	New Search (b)	Cancel
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4. If your library subscribes to multiple copies of a magazine, proceed to Step Three.


2024 Instructions for Duplicating Serial Control Records

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.

Basic	Patterns	Subscription	Distribution	Extended Info
Copies/Issues				
Copies to receive:		<input type="text" value="2"/>		
Number of issues:		<input type="text" value="0"/>		
Expiration date:		<input type="text" value="NEVER"/> 		

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.

Number of issues = 0


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




Modify Control	Duplicate Control	Return to Search	New Search (b)	Close (d)
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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**.



Basic	Patterns	Subscription	Distribution	Extended Info	Expect
  					
Holding code			Copies expected		
MFPMAG			1		

2024 Instructions for Duplicating Serial Control Records

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

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

Receiving 2		copies
1		copies distributed
1		copies not distributed
Distribution Information		
Holding code:	MFPMAGNC	<input type="checkbox"/> Update MARC holdings records
Copies expected:	1	Copies to add to catalog: 1
Distribution Information		
Holding code	Copies expected	Copies to add to catalog
MFPMAG	1	1
		Update holdings
		N

Select **Create Distribution**.

Create Distribution	Close
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Repeat this process until all copies have been assigned to the proper holding code.

Basic	Patterns	Subscription	Distribution	Extended Info	Expected	Received	Rou
<div> </div>							
Holding code		Copies expected		Copies to add to catalog			
MFPMAG		1		1			
MFPMAGNC		1		1			