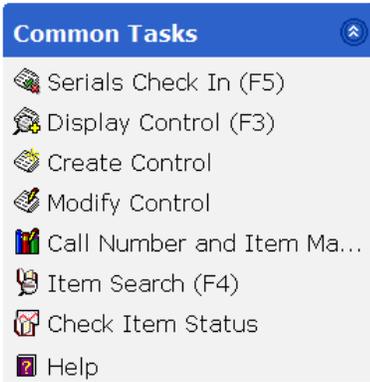


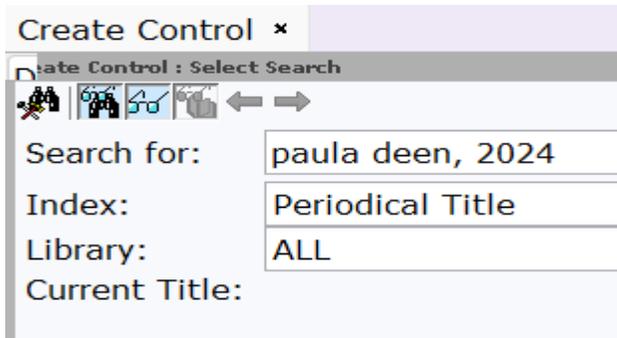
## 2024 Serials Check In Procedures

### 2024 Serials Check In Procedure for Items using Date in the Call Number

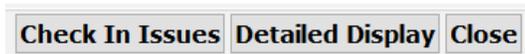
1. Open the Serials Module.
2. Open the Serials Check In Wizard.



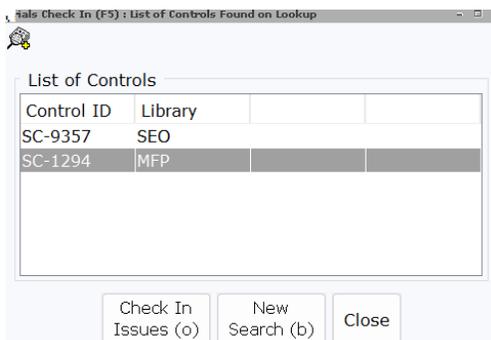
3. Perform a search for your periodical title. All magazine titles are followed by the current year.  
Ex. Paula deen, 2024



4. Select your periodical title and click the **Check In Issues** button located at the bottom of the page.



5. Select the Control ID for your library and click the **Check In Issues** button.



# 2024 Serials Check In Procedures

- In the Enumeration text box, input the call number for your magazine. See the 2024 Magazine Call Number Guidelines documentation to format your call number with the 2024 procedures.

The screenshot shows a dialog box titled "Serials Check In (F5) - Receive Without Prediction". The main title is "Cooking with Paula Deen, 2024" and the ID is "SC-1294". The control library is "MFP". Under "Prediction Information", the "Type of special issue" is set to "Basic". The "Enumeration" field contains "2024/03-04". The "Number expected" and "Number received" fields both contain "1". There is a "Receipt comment" field. Below this is a table for "Issues Checked In" with columns for "Enumeration", "Date received", and "Copies". At the bottom are "Check In (o)" and "Cancel" buttons.

- Click the **Check In** button.
- Scan or type the item ID and click **OK**.

The screenshot shows a confirmation dialog box. The title is "Cooking with Paula Deen, 2024" and the ID is "SC-1294". The control library is "MFP". Under "Basic info", the "Enumeration" is "2024/03-04" and "Copies received" is "1". Under "Copies to add to catalog", there is a table with "Holding code" and "Item ID". The "Holding code" is "MFPMAG" and the "Item ID" is "345682515665482". At the bottom is an "OK (b)" button.

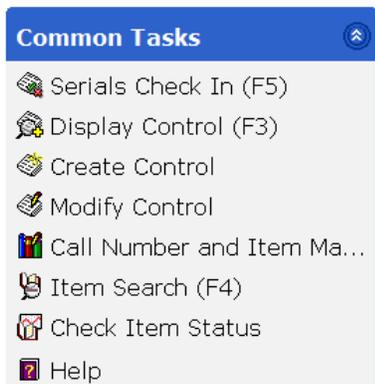
- A confirmation window will appear. Click **OK**.
- Check in the next issue of the serial, perform a new search, or close the Serial Check In wizard.

The screenshot shows three buttons: "Next Issue (o)", "New Search (b)", and "Close".

# 2024 Serials Check In Procedures

## 2024 Serials Check In Procedure for Items using Issue Number

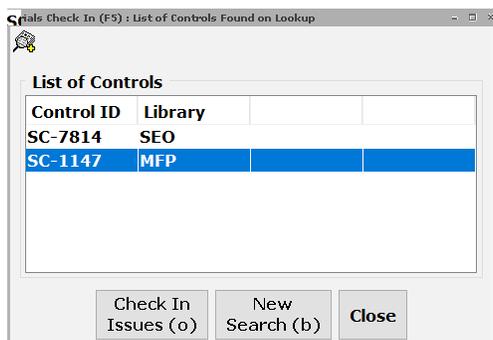
1. Open the Serials Module.
2. Open the Serials Check In Wizard.



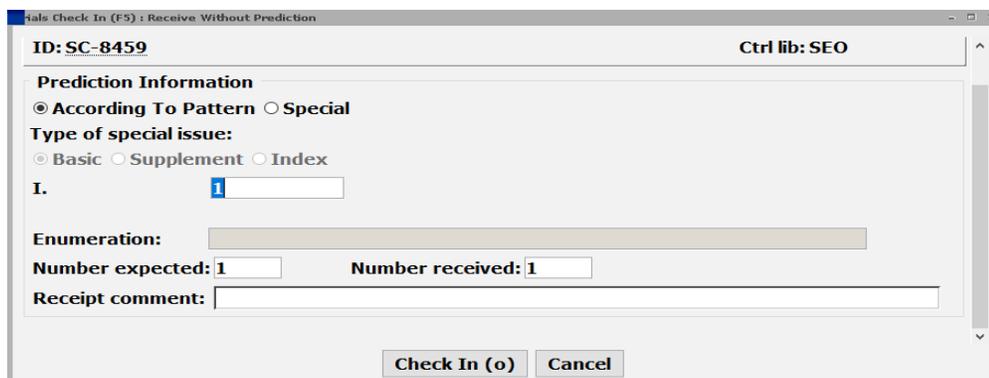
3. Perform a search for your periodical title. All magazine titles are followed by the current year.  
Ex. Paula Deen 2024
4. Select your periodical title and click the **Check In Issues** button located at the bottom of the page.



5. Select the Control ID for your library and click the **Check In Issues** button.



6. In the Enumeration text box, input the call number for your magazine. See the 2024 Magazine Call Number Guidelines documentation to format your call number with the 2024 procedures.



# 2024 Serials Check In Procedures

6. Enter the issue number in the empty box.

Serials Check In (F5) : Receive Without Prediction

ID: SC-8459 Ctrl lib: SEO

**Prediction Information**

According To Pattern  Special

Type of special issue:

Basic  Supplement  Index

I.

Enumeration:

Number expected:  Number received:

Receipt comment:

Check In (o) Cancel