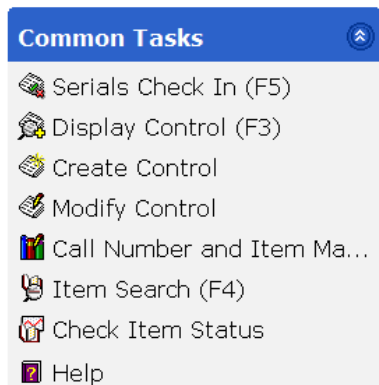


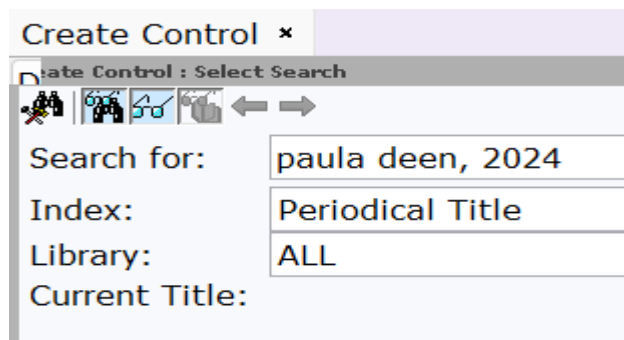
## 2024 Serials Check In Procedures

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

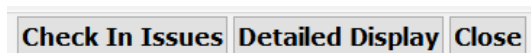
1. Open the Serials Module.
2. Open the Serials Check In Wizard.



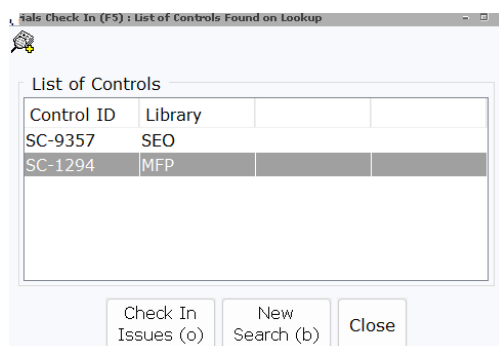
3. Perform a search for your periodical title. All magazine titles are followed by the current year.  
Ex. Paula deen, 2024



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

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.

Serials Check In (F5) : Receive Without Prediction

Cooking with Paula Deen, 2024  
ID: SC-1294 Ctrl lib: MFP

Prediction Information  
Type of special issue:  
☒ Basic ☐ Supplement ☐ Index

Enumeration: 2024/03-04  
Number expected: 1 Number received: 1  
Receipt comment:

Issues Checked In

Enumeration >	Date received	Copies
---------------	---------------	--------

Check In (o) Cancel

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

Serials Check In (F5) : Receive Without Prediction

Cooking with Paula Deen, 2024  
ID: SC-1294 Ctrl lib: MFP

Basic info  
Enumeration: 2024/03-04  
Copies received: 1

Copies to add to catalog

Holding code	Item ID
MFPMAG	345682515665482

OK (b)

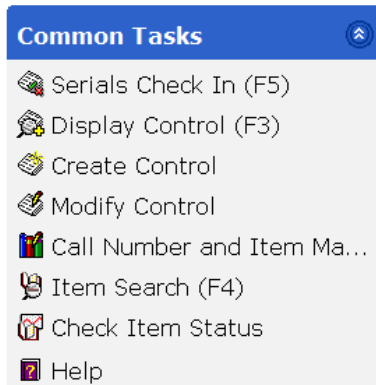
9. A confirmation window will appear. Click **OK**.
10. Check in the next issue of the serial, perform a new search, or close the Serial Check In wizard.

Next Issue (o) New Search (b) Close

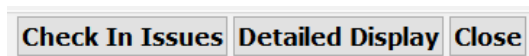
# 2024 Serials Check In Procedures

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

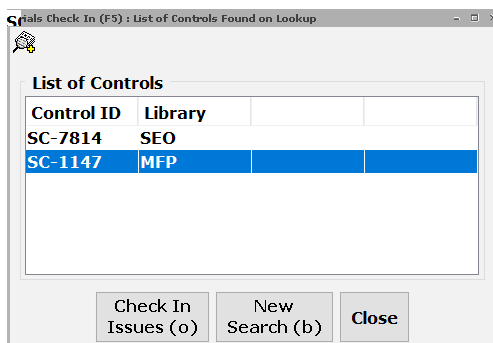
1. Open the Serials Module.
2. Open the Serials Check In Wizard.



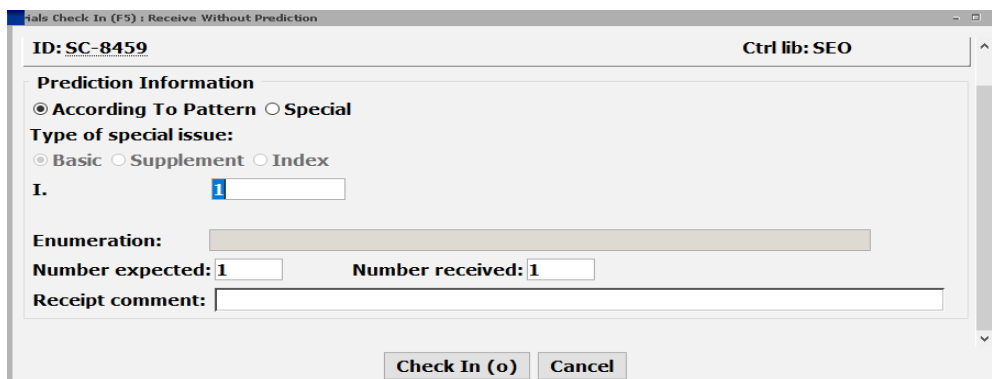
3. Perform a search for your periodical title. All magazine titles are followed by the current year.  
Ex. Paula Deen 2024
4. Select your periodical title and click the **Check In Issues** button located at the bottom of the page.



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: