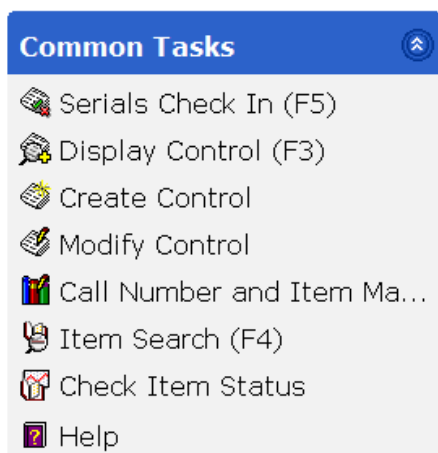


2024 Comic Book Check In Procedures

2024 Comic Book Check In Procedure

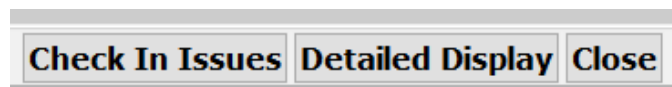
1. Open the Serials Module.
2. Open the Serials Check In Wizard.



3. Perform a search for your title. All comic book titles are followed by the current year.
Ex. Batman, 2024

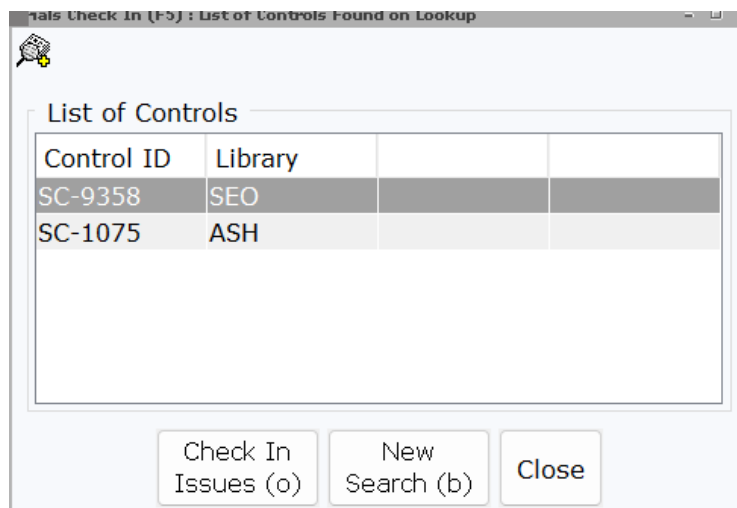
Search for:	Batman, 2024
Index:	Periodical Title
Library:	ALL

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



2024 Comic Book Check In Procedures

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

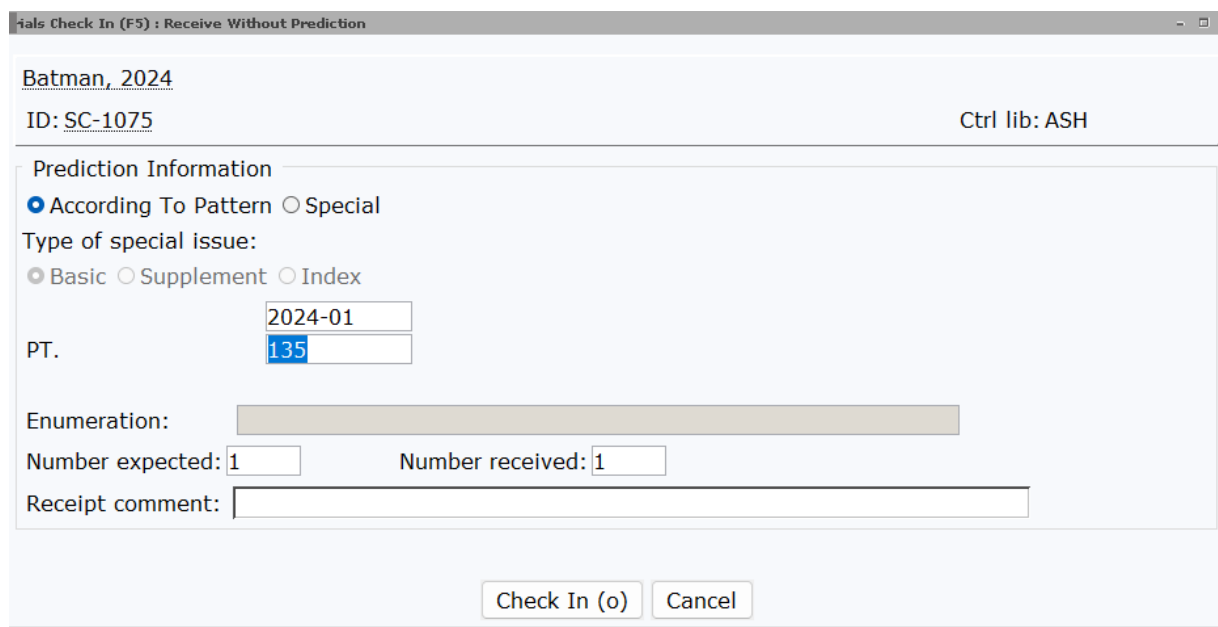


The screenshot shows a window titled "List of Controls Found on Lookup". It contains a table with two columns: "Control ID" and "Library". The table has two rows: "SC-9358" for "SEO" and "SC-1075" for "ASH". Below the table are three buttons: "Check In Issues (o)", "New Search (b)", and "Close".

Control ID	Library
SC-9358	SEO
SC-1075	ASH

6. **In the first text box, input the issue year and month for your comic if it has one.** This information is often found on the front or back cover. See the 2024 Magazine Call Number Guidelines documentation to format your call number with the 2024 procedures. If it's not dated, input the four-digit year (e.g. 2024).

In the second box, input the issue number from the front cover.



The screenshot shows a window titled "Receive Without Prediction". It contains the following fields and options:

- Batman, 2024** (Text box)
- ID: SC-1075** (Text box)
- Ctrl lib: ASH** (Text box)
- Prediction Information** section:
 - ☒ According To Pattern ☐ Special
 - Type of special issue:
 - ☒ Basic ☐ Supplement ☐ Index
 - PT.
 - Enumeration:
 - Number expected: Number received:
 - Receipt comment:

At the bottom are two buttons: "Check In (o)" and "Cancel".

7. Click the **Check In** button.

2024 Comic Book Check In Procedures

8. Scan or type the item ID and click **OK**.

Serials Check In (F5) : Update Copy List

Batman, 2024

ID: SC-1075 Ctrl lib: ASH

Basic info

Enumeration: 2024-01 PT.135

Copies received: 1

Copies to add to catalog

Holding code	Item ID
<u>ASHAMAG</u>	<u>352512156546549</u>

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