



Serial Checkin: procedure

Date of approval 4 December 2013

History

This procedure replaces Serials processing updated procedure – June 2009

Purpose

To provide the procedure for checking in new serial issues

Background

Each serial issue that is received needs to be recorded in Sierra. This enables users to know what our holdings are and for the Library to ensure that material has been acquired and that we have received what the Library has paid for.

Procedure

This procedure applies across all Library branches.

Use Sierra SERIALS workflow to choose "Serials checkin"

- Check envelope to make sure item is for ANU Library.
- Check issue to make sure OK (e.g. no blank pages, no upside-down pages) and remove any loose items that are included with the issue (some issues that we receive directly from the publisher may contain a renewal invoice).
- Search for the title using ISSN (International Standard Serial Number, e.g. 1234-5678 or 1234-567x), title or word search.
- Check title hasn't changed, order status is not cancelled, that paid titles have been paid for and chase up any missing issues and/or invoices.
- If there is a title change, give to serial cataloguer to create new bibliographical record and checkin card, and add appropriate links to the new title in the old title's Bib. Record.
- Read checknotes in Sierra checkin record to see if any special instructions e.g.
 - SHF means locate on bound shelf. This material goes straight to the shelf after labeling, not to the current display. They have a location code 6 and also have a SHF checknote.

- Official Documents with a 5 location code or Reference serials with 36 location code go straight to the shelf after labeling, not the current display
- GREEN FLAG means they are monographs in series, and individual items are catalogued as monographs with individual call numbers
- EX/BLEU FLAG (Analyticals) are catalogued individually, as monographs and are kept at a common call number
- ACC are serials which get an item record on the serial bib (not catalogued individually), labeled, stamped, tattle taped & then go straight to the shelves, not displayed
- Display & Discard which do not get checked in, but get a display and discard date stamp and put on display. These are replaced when the the next issue is received.
- Discard on Arrival
- If there is a checkin card
 - Check volume, date etc. on issue is same as the issue we are expecting, if not, amend the check-in box to reflect what is on issue, and update the boxes so that they show the correct volume/issue number and the date of future expected issues.
 - Check-in the issue.
 - Update the LIBHAS if the item is going straight to bound shelf (except for those titles that don't have a LIB HAS e.g. Legislation)
 - Update the expected dates if necessary.
- If there is no checkin card update the LIBHAS.
- If a Green Flag, monograph in series or EX/Blue Flag follow the instructions on the attached Flag.
- For all other serials label with correct location label (e.g. 6mz=Menzies serial, 6cf=Chifley serial, 6cma Menzies Chinese serial, 6fcf=Chifley large serial, 3mz=Menzies reference, 36mz=Menzies reference serial, 5cfo=Chifley official document, 6ha=Hancock Serial, 3ha=Hancock Reference etc.), call number (stick label on top left corner), and date stamp first page
 - If SHF issue stick "bound shelf" label on top middle of cover
- Tattle tape every issue
- Claim any missing issues after checking shelves, mail and pigeon holes to make sure hasn't already arrived
- Send issues to correct location

Related Documents

Review date

This procedure will be reviewed 2 years after authorization.

Date 4 December 2013
 Authorised by University Librarian

