

## Procedure in Serial Records for Receiving Volumes on Monographic Series Orders (SSOs)

Provided by Serial Records Librarian as background information for staff in HCL Technical Services -- 18 September 2002

All monographic series standing orders (SSOs) were converted from HULPR into Aleph as Serial type orders. At the HCL Technical Services Managers' meeting on 7/22/02, it was decided to let these orders remain as Serial type and that new mono series orders will also be placed as Serial type. At the current time, only multi-volume works will be Standing Order order type in Aleph.

Serial Records will continue to receive both Classed Together (previously called "Analyzed") and Classed Separately (previously called "Various") designations and forward the volumes to HCL Technical Services so that monographic records can be created for each volume. Here are the Serial Records procedures for each:

### Classed Together

(Item records are linked to the Serial bib record. Example is: Acta Universitatis Upsaliensis)

1. Serial Records receives something that looks like a mono series and finds both older items and a subscription in Aleph. Highlight the subscription and click "modify." Click on Tab 2, and verify that the check-in note says "analyze". Look at the list of items to see if we want to set up prediction or do manual check-in (most will be manual), and create the new item accordingly (following work aid for either predictive or manual check-in). Close the holdings screen before going back to serials.
2. Add the barcode to the piece and "arrive" the item in the system, **adding the barcode to the item arrival form (*this is new*)**. Items received after HULPR was shut down were not barcoded, so HCL Technical Services will add the barcode to the item record when they add the mono record in Aleph.
3. Reopen the item record by clicking "modify" and go to Tab 1. Change the "Item Process Status" to "RE" (ordered--received)
4. Reopen cataloging/holdings, and update the 863 field to include the item you just checked in.
5. Print the holdings screen and place it in the item before sending to HCL Technical Services.
6. HCL Technical Services will change the item material type to Book and the Item Status to "regular loan" when they catalog the title.

### Classed Separately

(Item records are linked to the monograph bib records. Example is: Clifton & Shirley Caldwell Texas Heritage Series)

1. Serial Records searches the title in Aleph and finds:
  - no items
  - a subscription record with no call number
  - an 852 subfield z note "Various call numbers" in the holdings record
2. Move up any converted RLNs (this will only need to be done when first receiving a volume in Aleph) and add the piece in hand to the 863 field.
3. Print the holdings screen and place it in the item before sending to HCL Technical Services.
4. Close the holdings record and go back to Serials. Open the subscription log and at the bottom create a "log text" note "v.# rec'd ". Change the transaction type to "subscription history note" and set the action date five years in advance. Click "add". Scroll down in subscription log and remove any old action dates.

**"Notify" notes** – we will need to look for those that converted in the subscription log. In the future these will be placed in the 852 subfield x. When you print out the holdings record please highlight this line on the printout & place a blank "notify slip" (hot pink) in the item as a visual cue – no need to transcribe the info onto the slip!