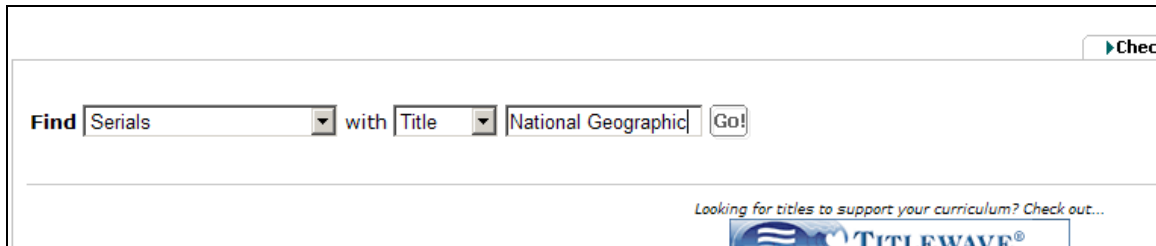


Destiny Library Manager: Managing Periodicals

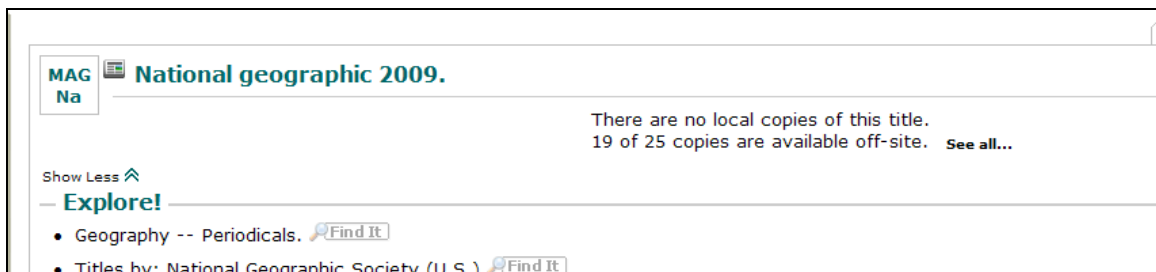
Step 1: Add Title Record

Add a title record for each periodical. To do this, you can either click [Add Title](#) from the Catalog tab and search for [Serials](#) by [Title](#) (or ISSN), or you can hand-enter a bare-bones title record.



Select the correct record for your catalog and save it.

Once you've saved, click [Edit Title](#) and add the issue year to the end of the title (you'll have a separate title record for each year of a periodical title) – so it looks like this:

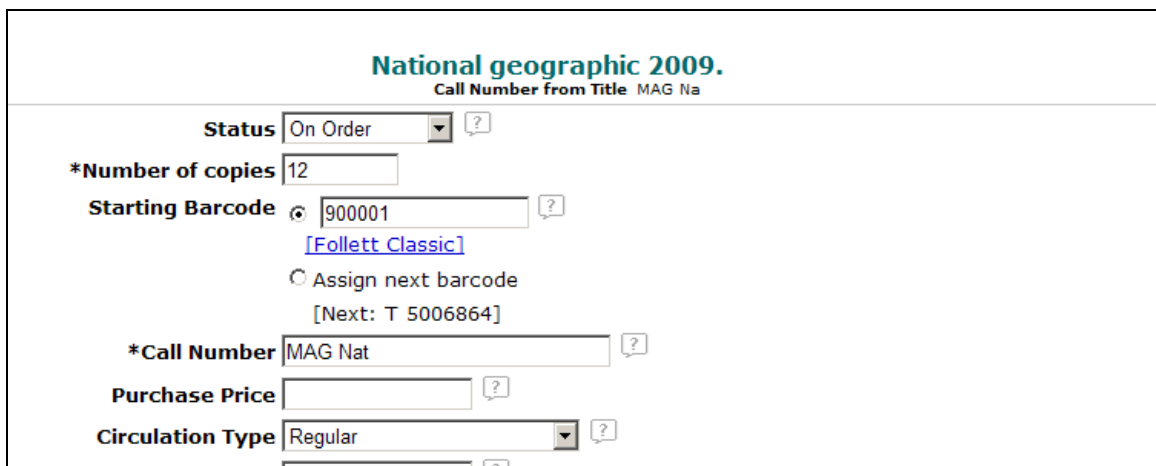


Repeat this for each periodical title you want to add. Then move on to:

Step 2: Add Copies

Find the title record that you need to add copies to. Click [Add Copies](#).

Enter the number of copies to be added and your starting barcode number. Change the status to [On Order](#).



Be sure to use a consistent call number prefix for your periodicals (it makes your catalog and reports much more manageable). Enter a purchase price if necessary, and if you have a separate circulation type for periodicals, change that too.

Scroll down and enter the issue information in the description fields:

There are no notes for this copy

Volume, Issue, etc. ?	Description	Number
1)	<input type="text" value="January"/>	<input type="text" value="2009"/>
2)	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>

Copy Number


(This will require a little hand-editing later, but I think it's quicker than adding each issue one-at-a-time)

Click Save Copies. You'll end up with this:

<div> National geographic 2009. </div>					
<div> Copies at Basswood Elementary School <div style="float: right; color: red; font-size: small;"> Wait a second... This isn't right! </div> </div>					
Call #	Barcode	Status	Description	Sublocation	
MAG Nat	T 900001	On Order	January 2009		
MAG Nat	T 900002	On Order	January 2009		
MAG Nat	T 900003	On Order	January 2009		
MAG Nat	T 900004	On Order	January 2009		
MAG Nat	T 900005	On Order	January 2009		

Step 3: Cleaning Up a Little

Now that you've got your copy records, click the edit icon next to the ones to be corrected and change the date month (or date, if something comes more than monthly):

 National geographic 2009.			
Copies at Basswood Elementary School			
Call #	Barcode	Status	Description
MAG Nat	T 900001	On Order	January 2009
MAG Nat	T 900002	On Order	February 2009
MAG Nat	T 900003	On Order	March 2009
MAG Nat	T 900004	On Order	April 2009
MAG Nat	T 900005	On Order	May 2009


Much better!

Finally, when a new periodical issue arrives, click the Edit icon next to the correct copy and change the status to Available.

And that's all!

A few other notes:

If you want to include date information in the call numbers (so they sort chronologically in your catalog), stick to a numeric date format (yyyymm or yyyymmdd) info. Like this:

 National geographic 2009.			
Copies at Basswood Elementary School			
Call #	Barcode	Status	Description
MAG Nat 200901	T 900001	On Order	January 2009
MAG Nat 200902	T 900002	On Order	February 2009
MAG Nat 200903	T 900003	On Order	March 2009
MAG Nat 200904	T 900004	On Order	April 2009

Printing barcode labels: If you want to save yourself a little time when the new issues come in, print the barcode labels when you save the record (click the Print Labels box below the save button – we don't bother with spine labels on periodicals, but that's up to you). You can keep them in a safe place, and just put the correct label on its corresponding issue (you can check in your catalog when you go to change the copy status) when a new issue arrives.

When a new subscription year begins, just pull up the current title record in your catalog and click Duplicate Title. Change the year at the end of the title and start all over at Step 1.

That's all I can think of now. Hope this helps!