polaris

Serials Guide

7.6

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Getting Started in Serials

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Serials Record Types

Polaris Serials records facilitate your library's serials processing activities. Some Serials records are also linked to Cataloging or Acquisitions records. You can access Polaris Supplier records from the Serials or Acquisitions menu. For more information on Supplier records, see the *Acquisitions Guide*.

Serial Holdings Records

Serial holdings records are linked to the bibliographic record for the serial title in the Polaris database. The publication pattern (enumeration and chronology) is defined in the serial holdings record, and subscription issues or standing order parts are created automatically from the publication pattern that predicts their arrival. A single serial holdings record can have multiple publication patterns to predict supplements or indexes published on a different schedule than the basic bibliographic unit, or if there is more than one basic bibliographic unit. Each copy of the serial title has a separate serial holdings record with a distinct copy number.

The retention designator and the **Display in PAC** settings apply only to checked in serial issues, not standing order parts. If you have the **Display in PAC** setting turned off (unchecked), no issues that are linked to this serial holdings record will display in the PAC. If the **Display in PAC** setting is turned on (checked) in the serial holdings record, the issues will display in the PAC according to the settings in the **Retention Designator**. Standing order parts are monographic, so they are displayed (or suppressed from display) according to the **Display in PAC** setting in the bibliographic or item record.

Subscription Records

Subscription records are optional in Polaris, but they are necessary to track renewals or create purchase orders automatically when subscriptions are renewed. Serial holdings records can be linked to a subscription record.

Issue Records

Issue records represent the published serial issues (pieces) that are received and managed in your library. Each issue is linked to a serial holdings record, and the issue record inherits the title information from the serial holdings record. The issue record contains issue-specified information such as its status (Expected, Pending claim, Claimed, Never published, Not available, Received), exact publication information (enumeration, chronology, chronology date, publication date), public and non-public notes, and the arrival date. If an issue is to be circulated, or the library wishes to retain in-house use statistics, an item record is linked to each issue record during the receiving (check-in) process. If the issue has been claimed, the claiming history appears in the Claims view of the Issue workform. When an issue is routed, the route status appears on the Notes view of the Issue workform. The issue record can also be linked to an invoice, allowing its payment to be tracked in the Acquisitions subsystem.

Subscription Record Relationships

Polaris manages subscriptions using two levels of records: serial holdings records, and issue records. You may also use subscription records if you want to maintain renewal history or subscription data, or if you want to create purchase orders automatically upon renewal of a subscription. If you circulate issues, you must create item records.
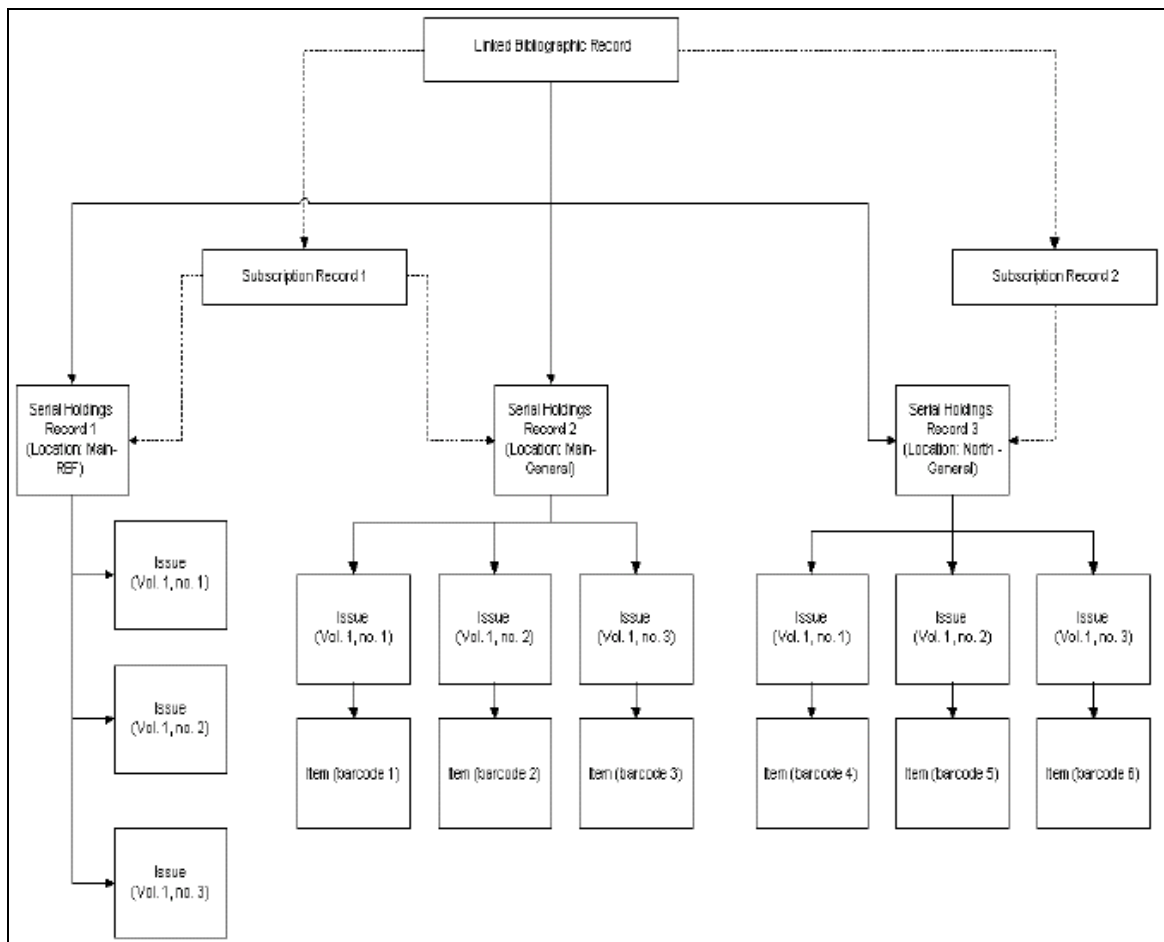
Standing Order Part Records

Standing order part records represent the published volumes of a monographic series. They track the receipt of the volumes, and each standing order part record contains the specific enumeration and or chronology of the piece. During standing order part check-in, a bibliographic record for the part is created or linked to the standing order part. Each standing order part representing the volume is linked to the serial holdings record representing the series. The standing order part can also be linked to an invoice, allowing its payment to be tracked in the Acquisitions subsystem. In addition, item records can be linked to each standing order part record during the receiving (check-in) process.
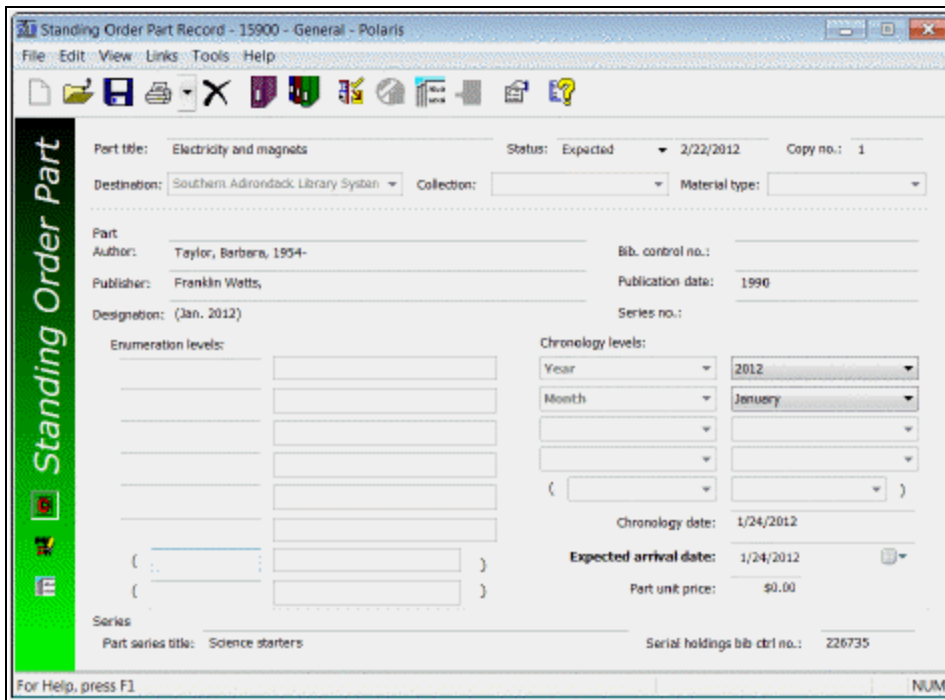
Standing Order Record Relationships

Like subscriptions, standing orders have two levels of records: serial holdings records and part records. However, standing order processing requires a link to the purchase order line item segment at the serial holdings record level.

Diagram: Linked Bibliographic Record (= Home Repair & Improvement) Title for the series as a whole, connected to Serial Holdings Record 1 (Location: Main-REF) and Serial Holdings Record 2 (Location: North - General). Each Serial Holdings Record branches to Part #1, Part #2, Part #3, each linking to a Bibliographic Record (Roofs & Siding; Fireplaces & Wood stoves; Paint & Wallpaper) Title for the individual part, and each to an Item (barcode 1, 2, 3).

Tips for Viewing the Issue Designation in the Find Tool

- Searching for Serial Item**s** - When serial items are displayed in the Find Tool, you may need to expand the title column (by dragging the column border to the right) to see all the designation information because the designation is appended to the title.
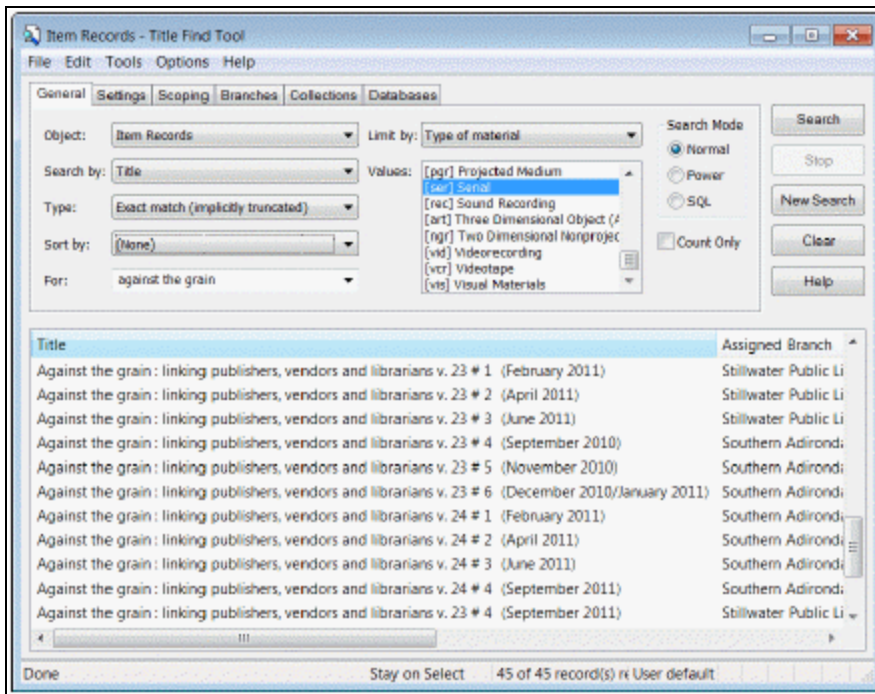
- Searching for Serial Issues - When you search for serial issues, you can sort by **Designation** to see all the copies of a specific issue.
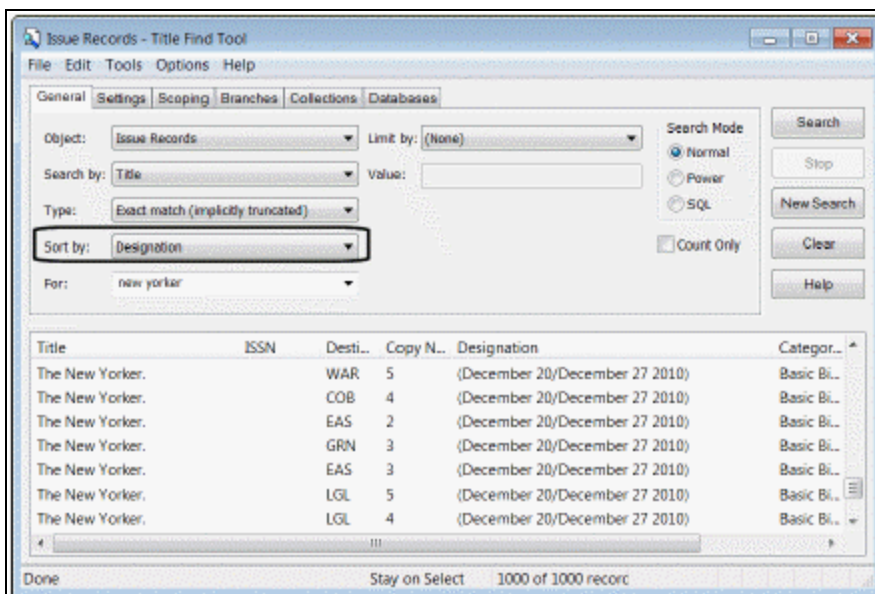
Issue Designation Display

The serial issue's designation (enumeration and/or chronology) appears in the following areas:

- Item Find Tool results list - See [Tips for Viewing the Issue Designation in the Find Tool](#).

- Issue Find Tool results list - See [Tips for Viewing the Issue Designation in the Find Tool](#).

- Subscription/Standing Order Check In workform

- Check Out & Check In workforms

- Request Manager

- Patron Status Workform - Items Out, Account Claims Holds, Reading History

- Item Record Set workform

- Outreach Services workform

- Course Reserves workform

- Items Pending list

- Patron checkout list

- Patron holds list

- Patron account portion of Polaris PowerPAC

- Item-level request page of Polaris PowerPAC

- The Issue field in the Item Record workform.

- Hold Request workform

- Hold Request Find Tool results

- Notices - Items Out Reminder Notice, Overdue Notices, Bill

- Notice, Holds Notice, Claim Notice

- Receipts & Slips - Check-out Receipt, Holds Slip, In-transit Slip

- Blocks & Hold message dialogs

Note:
The enumeration and chronology is not a separate column of data, as it is appended to the Title.

Against the grain : linking publishers, vendors and librarians	v. 24 # 4 (September 2011)
Against the grain : linking publishers, vendors and librarians	v. 24 # 3 (June 2011)
Against the grain : linking publishers, vendors and librarians	v. 24 # 2 (April 2011)
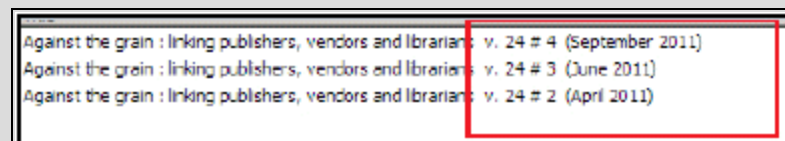
Serials Workflow

Below are the steps involved in managing serials in Polaris:

Tip:
To customize workflow and streamline operations with Polaris Administration settings, see the *Serials Administration Guide*.

1. Create or import bibliographic records (if they do not already exist) for each serial title held by the library. See "Creating MARC Records" or "Importing Records" in the *Cataloging Guide*.

2. Set up templates for common publication patterns, for example, weekly publications. Once you have set up publication pattern templates, you can select them from a list in the serial holdings record. You can also set up a publication pattern in the serial holdings record for a specific title. See Creating Publication Pattern Templates.

3. Set up supplier records for each of your serial vendors. If you claim serials, set up the claiming information on the Supplier workform. See the *Acquisitions Guide*.

4. Create a serial holdings record for each serial title, and copy the record for each copy of the title. For example *Time Magazine* at the Main Street branch would have a different serial holdings record from *Time Magazine* at West Street branch. Specify a publication pattern for the expected serial issues. If you claim serials issues/parts, and you want to add more claiming intervals than are available on the Supplier record, add more claiming intervals on the Serial Holdings record. See Displaying Serial Titles in the PAC and Enter Claiming Criteria in the Serial Holdings Record.

5. (Optional) If you claim serials issues/parts, set up claiming to be automatic or manual, and specify the notification method. See the *Serials Administration Guide*.

6. (Optional) If you circulate any serial titles, set up serial item templates. See [Creating Serial Item Templates](#).

7. (Optional) If you want to track subscription renewals or create purchase orders automatically when subscriptions are renewed, create a subscription record. See [Managing Subscriptions](#).

8. (Optional) If you want to route serial issues, set up route lists that contain the text, routing information, and names of the individuals to whom you want to route issues. See [Creating Route Lists](#).

9. As issues/parts are delivered to the library, check in the issues/parts using the Check In workform. See [Checking In Serials](#).

10. (Optional) Print serials labels and route slips. See [Print a Label for a Serial Issue or Part](#) and [Printing Route Slips](#).

Starting a Serials Task

You can start a serials task by finding an existing record or creating a new one.

> **Tip:**
> Click the green orb to see the Serials toolbar.
>
>
>
> Hover the cursor over the icons to see their functions.
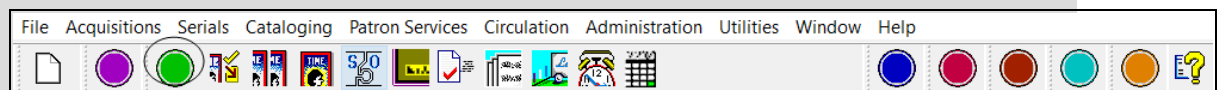
To start a task in Serials:

1. Log on to Polaris.

   The Polaris Shortcut Bar appears.

   > **Tip**:
   > Press **ALT+S** to display the Serials menu.

2. Start one of the following serials tasks:
   - Create a serial holdings record for a serial title - Select **File** > **New** > **Serial Holdings Record**. Issue and part records are created from serial holdings

records. See <u>Setting Up Serials Records</u>.

- Create a subscription record for a specific title - Select **File** > **New Subscription Record**. See <u>Create a subscription record</u>.
- Create a new supplier record - Select **File** > **New** > **Supplier**. See the *Acquisitions Guide*.
- Create a new route list for routing serial issues - Select **File** > **New** > **Route List**. See <u>Creating Route Lists</u>.
- Receive a serial issue or part - Select **Serials** >**Check In**. See <u>Checking In Serials</u>.
- Find an existing serials record - Select **Serials**, select the record type, and use the Find Tool to search for the record. See <u>Find serials records</u>.
- Renew or cancel one or more subscription titles - Select **Serials** > **Subscription List.** See <u>View the Subscription List</u>.
- View, edit, and create publication pattern templates - Select **Serials** > **Templates** > **Publication Patterns**. See <u>Create a publication pattern template</u>.
- Claim a serial issue or part - Select **Claim Alert List**. See <u>Claiming in Serials</u>.
- Batch print cancellation notices or route slips - Select **Serials** > **Batch Print** > **Cancellation Notices** or **Route Slips.**
- Generate a serials report - Select **Utilities** > **Reports** > **Serials**. Select the report from the list. See the *Polaris Basics Guide*.

Find Serials Records

To find and access serial records:

1. Select **Serials** from the Polaris Shortcut Bar.

    The Serials menu appears.

2. Select one of the following menu options: **Check In, Serial Holdings Records, Issue Records, Part Records, Subscription Records, Route Lists, Claims,** or **Suppliers**.

    > **Note:**
    > If you select **Claim Alert List**, a list shows the issues or parts that were not received as expected and are eligible to be claimed. If you select **Subscription List**, a list of subscriptions appears. If you select **Templates**, **Publication Patterns**, a list of publication patterns appears if you have

created them. **Batch print** lets you print cancellation notices and routing slips in batches. **Options** opens the Label Setup dialog box.

The Polaris Find Tool appears with the type of record you selected in the **Object** box.

Tips:
If you routinely search for serials records using the same search by criteria, select **Options, Save as User Default.** See the *Polaris Basics Guide* for more information on the Find Tool. If the periodical has a SICI barcode, you can scan it to find the issue, serial holdings record, or check in record.

3. Select the access point, in the **Search by** box, to search for the serial record.

Note:
When you search by date, the Find Tool expands to allow you to enter a date range. For example, you can search for issue or part records by the expected arrival date.
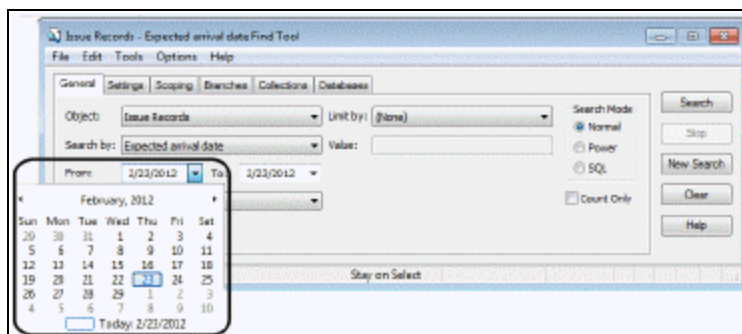
4. Select the type of search in the **Type** box.

Note:
The available search types depend on the object selected.

5. If you want to sort the results before they display, select a sort option in the **Sort by** box.

Example:
If you are searching for serial issues, select **Designation** to sort by the enumeration and chronology.

6. If you want to narrow your search, select an option in the **Limit by** box and select or type a limit by value in the **Value** box. For example, you might limit the search by a specific owning branch.

7. Type a search string in the **For** box.

8. Click **Search**.

> **Tip:**
> Press **CTRL+A** to load all the records in the Find Tool results list.

A list of serial records matching your search criteria appears in the Find Tool results list.

9. Double-click an item in the results list to open the record, or right-click and select **Open** from the context menu.

The record appears in the corresponding workform.

Setting Up Serials Records

Serial holdings records with publication patterns are required for serials processing in Polaris. Once serial holdings records are set up, issue and part records are predicted and created automatically. Other optional serial records, such as subscription records, serial item templates, and route lists can be set up to facilitate serials processing.

> **Important:**
> Staff members who handle serials must have the required permissions set in Polaris Administration. In addition, Polaris Administration parameters and profiles control how information is displayed and processed in Polaris Serials. See the *Serials Administration Guide*.

After the appropriate serials processing options and permissions have been set in Polaris Administration, the next step is to create serial holdings records for the serials titles in your library. A serial holdings record contains the title, copy, order, and supplier information for a serial title. It also specifies the publication pattern so that issues or parts can be predicted automatically. The information in serial holdings records, combined with Polaris Administration settings, control the display of serials in Polaris PowerPAC and Mobile PAC.

Next, you can create optional serials records, such as item templates for automatically creating serial item records at check in (if your library circulates or tracks serials), and subscription records to manage all your library's subscriptions from one list. Finally, you can set up serials claiming, serials labels, and route lists.

You have various options when paying for subscriptions in Polaris Acquisitions. If you are using Subscription records, you can automatically create renewal purchase orders when you renew a subscription. If you are not using Subscription records, you can use a prepaid purchase order that automatically creates an invoice and expends the funds, or you can create an invoice without a purchase order. The invoice for the subscription may have line items linked to serial holdings records . Or, if you simply want to pay a supplier for all your subscription renewals in one step, you can create an invoice with a single line item unlinked to any bibliographic or serial holdings record. (For more information, see the *Acquisitions Guide*).

See also:

Displaying Serial Titles in the PAC

When a patron searches for a serial title in the PAC, the results display according to settings in Polaris Administration and in the Serial Holdings Record. In addition, the compressed holdings statement is generated through the Build up Compressed Holdings statement SQL job. For more information on jobs, see the *Administration Guide*.

PAC Profiles Affecting Serials Display

The display of serial titles can be configured at the title level for Polaris PowerPAC and Mobile PAC. However, the item availability display can be configured only for Polaris PowerPAC.

Serial Title Display in PAC

Titles are displayed according to settings in the **Title Display: Configure** profiles for PowerPAC and Mobile PAC. The profile has selections for configuring the Brief (serial) display, the Full (serial) display, and the Summary (serial) display. If the bibliographic record's LDR07 has b, i or s, the title displays according to the title configuration settings for serials. If the LDR07 has anything else, the title displays according to the configurations for monographs. For more information on title display options for serials titles, see the *Public Access Administration Guide*.

> **Tip:**
> The compressed holdings are built based on the retained issue records

using the organization in the linked serial holdings record. If the assigned branch in the linked item record is changed, the item record's organization can be different from the linked serial issue, making the item's availability inconsistent with the compressed holdings statement in the PAC display.

Serial Item Availability Display in PowerPAC

Item availability display for serials in Polaris PowerPAC is also affected by the following PowerPAC profiles:

> **Note:**
> For more information on availability display options for serials issues, see the *Public Access Administration Guide*.

- **Item Availability: Expand serials titles** - If this profile is set to **Yes**, when you click or tap **Availability** the location-specific compressed holdings statement and all the issues that are retained will display. If it is set to **No**, when you click or tap **Availability** you see only the location-specific holdings information. Click or tap **Reference** to see individual issues. You can have separate settings for monographic and serials items. The profile **Item Availability: Expand non-serials titles** can be set to **Yes** so that patrons do not need to click or tap again to see more information. At the same time, the **Item Availability: Expand serials titles** can be set to **No** so that a compressed holdings statement appears for the serials title, and not all the issues.

- **Item availability: Display textual holdings notes** - The profile can be set to suppress or display textual holdings, display them with a flag icon that the user hovers over or taps to display the textual holdings, or display the textual holdings immediately without the icon.

- **Item availability: Display notes** - This profile can be set to display or suppress item or issue public notes, display a flag icon that the user hovers over or taps to see the notes, or display the notes immediately without the icon.

Serial Holdings Record Fields Affecting Serials Display in PAC

The display of serial holdings in PowerPAC and Mobile PAC also depends on the following elements in the Serial Holdings Record:

- **Retention designator -** Select **Retained for a limited period** on the General view of the Serial Holdings Record, and specify the range of issues your library retains.

The retention information controls the branch-specific compressed holdings statement as well as the number of issues that display under the statement. If you have multiple serial holdings records for the same title and the same branch, but they have different retention periods based on collection, update one of these serial holdings records with the longest retention period. All the serial holding records for the same title and same owning branch share the retention information and the public note. When special or supplemental issues are checked in, the retention information may need to be changed. For example, if the issues are retained for 1 year, and the supplemental issue is checked in a year after the other issues, only the supplemental issue will display in the PAC. See Create a serial holdings record.

- **Display in PAC -** If this checkbox is unchecked, no issues will display in the PAC (unless there are linked item records that are set to display). If it is checked, the checked in issues display according to the retention information.
- **Public Notes** - You can enter holdings notes to display at the branch, collection, and/or issue level. The item availability PAC profiles in Polaris Administration control how these notes are displayed in the Polaris PowerPAC. See PAC Profiles Affecting Serials Display.
  - Branch level - To display notes at the branch level, enter the notes in the **Shared public note** box on the Public Notes view of the Serial Holdings Record. The shared public note displays in the PAC even if the prediction pattern is closed and no active issues are linked to the serial holdings record. See Displaying Issues from Ceased Publications in PAC.
  - Collection level - To display notes at the collection level, enter them in the **Textual holdings** and/or **Textual holdings public note** in the publication pattern for the serial holdings record.
  - Issue level - To display notes at the issue or item level, enter them in the **Public notes** box in the serial issue or item. Notes in the issue record are copied to the item record.

Displaying Issues from Ceased Publications in PAC

When your library no longer receives the publication or the publication has ceased, you can still display the title in the PAC with a note about your library's holdings. However, to display the public note in the PAC, at least one issue, with or without a linked item, must be generated and checked in.

Follow these general steps to display serial holdings notes for a serial title no longer being received:

1. Create a serial holdings record for the title.

> **Example:**
> The Call number **Storage** appears in the PAC, indicating the location of the back issues.

> **Tip:**
> The Shared public note appears in the PAC exactly as you type it in the Serial Holdings Record; the lines break in the same place in the PAC.

2. On the Public Notes view of the Serial Holdings Record workform, add a public note in the **Shared public note** box.

> **Examples**:
> This periodical ceased publication June 2010.
> Library holds the following back issues in storage: v.22, no.1 (Jan. 1997) - v.35, no.6 (Jun 2010)
> Some issues missing.

3. Create a publication pattern, and generate one issue.

Example:
Enter one level of free text enumeration such as [Ceased Holdings] and no chronology. The brackets prevent the enumeration from displaying.

4. Check in the issue. No linked item is needed.

Example:
In the Issue workform, enter the free text enumeration: **Ceased. Click on Availability for back issues.**

5. Check the PAC display. See Example of PAC Display for a Ceased Serial Publication.

Example of PAC Display for a Ceased Serial Publication

Under the serial title, the following displays:

- **Call number: Storage** (from the call number in the General view of the Serial Holdings Record workform)

- **Holdings: Ceased. Click on Availability for back issues.** (from the free-text enumeration in the Issue workform for the single issue)

The user clicks **Availability** and the note entered in the **Shared public note** field in the Serial Holding Record workform is displayed. The shared public note lists all holdings, formatted however the library wants to see them displayed.
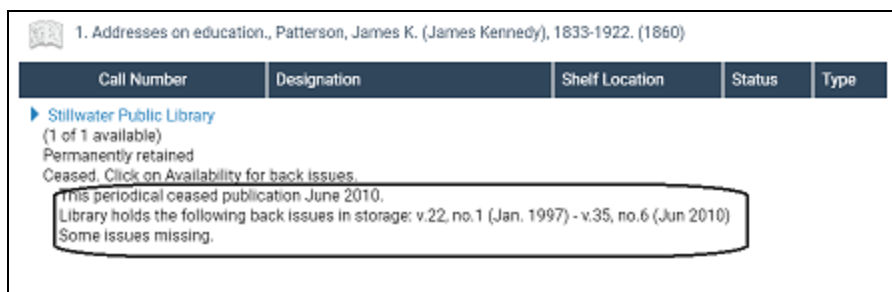
Related Information

Hold Requests on Serial Items -The **Holds options** parameter in Polaris Administration can be set to allow only bibliographic-level holds for monographic items, but allow the first copy of a serial issue or volume in a multi-volume set (or both) to be held. For more information, see the *Patron Services Administration Guide*.

Creating and Copying Serial Holdings Records

A serial holdings record identifies a subscription to a serial title or a standing order for a monographic series. Each serial holdings record is linked to a bibliographic record in the

Polaris database, as well as to one or more serial issues/parts. The serial holdings record enables automatic prediction of subscription issues and standing order parts by establishing the publication pattern and defining the chronology and enumeration.

Each serial holdings record linked to the same bibliographic record has a copy number that is unique for the destination library, collection, and material type. For example, if the branch has two copies of *Time Magazine* in the Periodicals collection, there will be two serial holdings records—copy 1 and copy 2. You can copy a serial holdings record to create a new one, and then change the copy number on the Serial Holdings Record workform before you save the new one.

See also:

- [Create a Serial Holdings Record](#)
- [Enter Staff Notes for a Serial Holdings Record](#)
- [Enter Public Notes for a Serial Holdings Record](#)
- [Enter order data for a serial holdings record](#)
- [Copy a Serial Holdings Record](#)

Create a Serial Holdings Record

The serial holdings record contains information regarding the serial title, copy, publication pattern, purchase order, and notes. To create a serial holdings record:

> **Note:**
> A final (not provisional) bibliographic record for the title must exist in the Polaris database before you can create a serial holdings record.

> **Tip:**
> To create a serial holdings record from a bibliographic record, press **<F12>** to bring up the bibliographic record Find Tool, limit by **Type of Material, Serial**, enter other search criteria, and press **Search**. Right-click on the bib in the Find Tool results list, and select **Create** > **Serial Holdings Record.** Or, you can open the bib record and select **Tools** > **Create** > **Serial Holdings Record**. Then, go to step 6.

1. Select **File** > **New** from the Polaris shortcut bar, click the New button, or press **CTRL+N** to display the New dialog box.

2. Select **Serial Holdings Record** from the **Objects** list, and click **OK**.

   The Serial Holdings Record workform appears.

3. Click **Find**.

The Find Tool appears.

> **Tip:**
> In the Find Tool, select **Limit by** and select **Type of Material** > **Serial** to make sure you select a title coded as a serial. If you wish to select a title not coded as a serial, see the note in step 5.
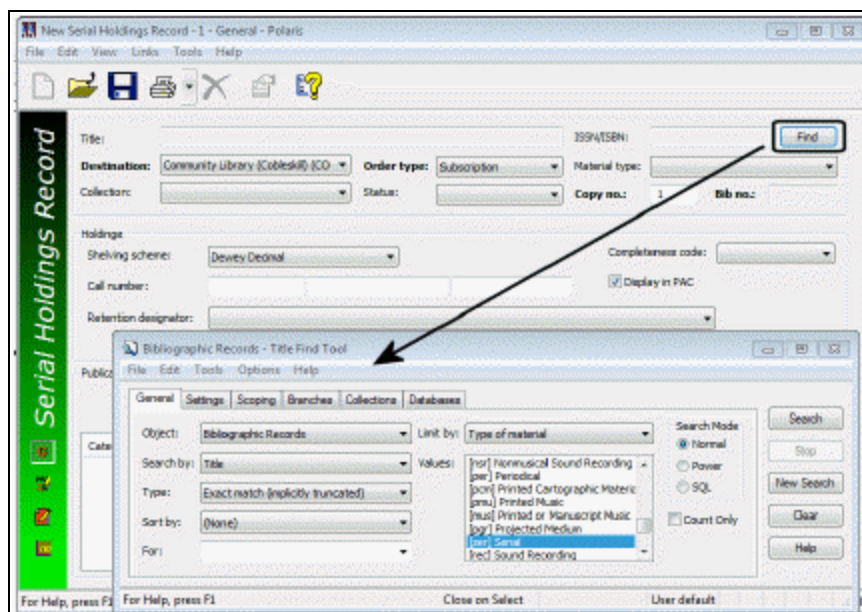
4. Search for the bibliographic record (title) to which you want the serial holdings record linked.

The Find Tool results list appears.

> **Note:**
> You cannot link a serial holdings record to a bibliographic record with a status of provisional or deleted.

5. Select the bibliographic record in the Find Tool results list and double-click, or right-click and choose **Select** from the context menu.

The Serial Holdings Record workform appears with the bibliographic information from the title you selected.

> **Note:**
> If you selected a record that is not a serial, the following message

> appears: **This bibliographic record's leader is not a serial. Do you wish to continue?** Click **Yes** to continue the operation, or click **No** and select a serial record instead. You might select **Yes** if you are linking a non-serial bibliographic record for a standing order to a monographic series.

6. Select a destination library in the **Destination** box.
7. Select **Standing Order** or **Subscription** in the **Order Type** box.
8. Select a material type in the **Material Type** box.
9. Select a collection in the **Collection** box.
10. Select the status in the **Status** box.
11. Type a number in the **Copy no.** box that is unique for the title, destination library, collection, and material type.
12. Type a call number in the **Call no**. boxes.

    The call number is composed of a prefix, a classification number, and the cutter.

    > **Tip:**
    > When serial items are created, the call number is pulled from the serial holdings record. If the serial holdings record does not have a call number, it is pulled from the item template (if present). See Create a serial item template.

13. Select the shelving scheme in the **Shelving Scheme** box.

    > **Note:**
    > If the shelving scheme is defined in the Polaris Administration Cataloging profile, **Default shelving scheme for new item and holdings records**, the shelving scheme is selected automatically.

14. Select the completeness code in the **Completeness Code** box.

    > **Tip:**
    > The retention information is displayed in the compressed holdings statement in the PAC. It also limits the number of issues in the expanded view. The retention information and the public note are at the branch level, not the collection level. See [Displaying Serial Titles in the PAC](#).

15. Select a description for the retention policy in the **Retention designator** box. If you select **Retained for a limited period**, the **Previous retained** and **Latest retained**

boxes appear.

16. If you selected **Retained for a limited period** in the **Retention designator** box, do the following steps:

    a. Select **Previous** or **Latest**.

> **Note:**
> Although the MARC Format for Holdings standard specifies that **latest** includes the current issue while **previous** does not, Polaris includes the current issue in the retention. The issues display in the PAC the same way whether you choose **Previous** or **Latest**.

    b. Type a number, and select a category next to **Previous** or **Latest**.

> **Example:**
> **Latest 5 Years** indicates your library retains all the issues for the last five years.

17. To prevent all issues that are linked to this Serial Holdings Record from displaying in the public access catalog, if they do not have linked items, clear the **Display in PAC** checkbox. You can clear this checkbox when you have issues that do not circulate and do not have linked item records. See [Displaying Serial Titles in the PAC](#).

18. Select **File** > **Save** to save the Serial Holdings Record.

The Serial Holdings Record is saved if there are no other serial holdings records with the same bibliographic ID, copy number, destination, collection, material type, and order type.

> **Tip:**
> If you want to add the serial holdings record to a subscription record, select **Tools** > **Add to Subscription Record**, and select the subscription record from the Find Tool. See [Create a subscription record](#).

19. Set up the publication pattern for the Serial Holdings Record using one of the following methods:

- [Use a template to create a publication pattern](#).
- [Specify the publication pattern for a serial title](#).

20. Enter staff and public notes following these procedures:

- [Enter staff notes for a serial holdings record](#).
- [Enter public notes for a serial holdings record](#).
- [Enter order data for a serial holdings record](#).

Enter Staff Notes for a Serial Holdings Record

To enter staff notes for a serial holdings record:

1. Open the Serial Holdings Record workform, and click **View**, **Staff Notes** or click

   .

   The Staff Notes view appears.

2. If the serial is received as part of a membership in a professional organization, select the **Designation** box, type the name of the member in the **Member name** box, and the organization name in the **Organization** box.

3. In the **Electronic access** box, type the URL, listserv, or e-mail address used to manage online journal subscriptions or standing orders.

4. To include notes for staff members, type them in the **Non-public note** and/or **Non-public/warning note** boxes. These notes appear on the Serial Check-In workform.

   > **Note:**
   > Notes can be entered with carriage returns for display in the Serial Check-In workform.

5. Save the serial holdings record.

Enter Public Notes for a Serial Holdings Record

If the serial title is set to display in PAC and at least one issue is generated and checked in, the notes entered on the Public Notes view appear in Polaris PowerPAC and Mobile PAC at the serial title's branch level display. See [Serial Holdings Record Fields Affecting Serials Display in PAC](#).

To enter public notes for a serial holdings record:

> **Important:**
> At least one issue, with or without a linked item, must be generated and checked in for the public note to display in PAC. You can enter free-text

enumeration, such as *This publication has ceased,* and a call number, such as *Storage,* to indicate it is not a real issue.

1. On the Serial Holdings Record workform, select **View, Public Notes** or click ![icon]

   The Public Notes view appears.

2. Type a note in the **Shared public note** box. You can enter up to 4,000 characters. Press **Enter** to go to the next line, and the line breaks will display in the PAC as they are entered in the **Shared public note** box.

3. Save the serial holdings record.
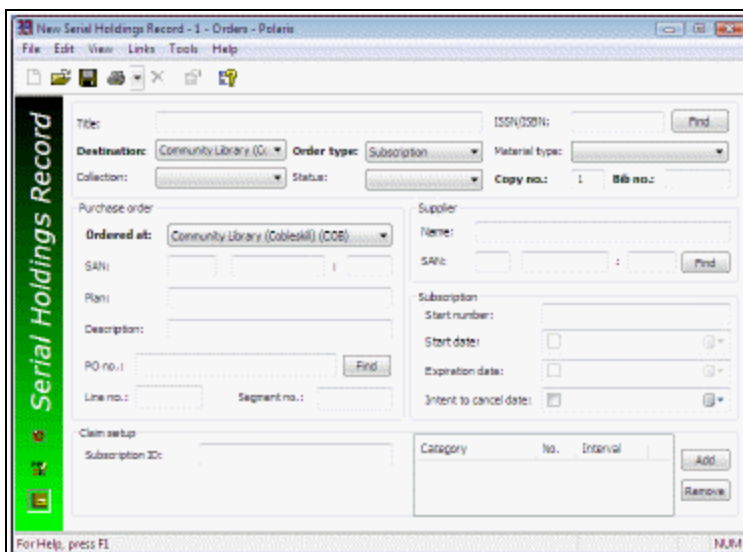
Enter order data for a serial holdings record

You can enter order data for a Serial Holdings record and link to a purchase order line item segment. To enter the order data for a serial holdings record:

> **Important:**
> You can save a serial holdings record for a subscription without linking to a purchase order line item segment, but a serial holdings record for a standing order must be linked to a purchase order line item segment before it can be saved.

Open the Serial Holdings Record workform, and select **View**, **Orders** or click ![icon] to display the Orders view.

Click **Find** next to the **PO no** box in the Purchase order section to search for the purchase order line item segment.

> If the purchase order line item has one segment, the information from that segment is automatically brought into the serial holdings record. If it has multiple segments, a dialog box appears with a list of segments, and you select a segment from the list. If no purchase order line item segments match the destination and collection, an error message appears.

When you link to a matching purchase order line item segment, the following boxes are automatically filled in on the Serial Holdings Record workform:

- Destination (header)
- Collection (header)
- Ordered at (Orders view)
- Plan (Orders view)
- Supplier Name (Orders view)
- Supplier SAN (Orders view)

- Maximum no. of claims (Orders view)
- Claim waiting period (Orders view)
- PO no.
- PO line no.
- Seg. no.

Type the subscription start number in the **Start number** box.

If you have set up a subscription record for this serial title, select **Tools** > **Add to Subscription Record** to add this serial holdings record to the subscription record. See Create a subscription record.

> The **Start date** and **Expiration date** boxes are filled in with the information from the linked subscription record.

If you intend to claim issues, enter any additional claiming data. See Enter claiming criteria in the serial holdings record.

If applicable, enter a date in the **Intent to cancel** box.

Select **File** > **Save** to save the serial holdings record.

Copy a Serial Holdings Record

If you hold multiple copies of the same serial title, you can create a serial holdings record for one of the copies of the title, and then duplicate that record as many times as needed. Each copied record must have at least a different copy number, destination, or collection from the record being copied before it can be saved. When you save a new serial holdings record, Polaris checks to make sure another serial holdings record does not exist with the same title, copy number, destination library, collection, and material type. The publication pattern is also copied to the new serial holdings record. To change the publication pattern, see Changing a Publication Pattern.

To copy a serial holdings record:

1. Open the Serial Holdings Record workform for the record you want to copy.

   > **Tip:**
   >
   > Click [ ] on the toolbar at the top of the workform to create a record for the next serial holdings record. All the information, except for the order information, is copied to the new record, and you simply change the copy number, destination, and collection for the next serial holdings record.

2. Select **File** > **New**.

   The New Serial Holdings Record dialog box appears.

3. Click **Copy Existing Workform** (default).

4. Click **OK**.

   The Serial Holdings Record workform appears.

5. Change the **Copy No.**, **Destination, Collection, and Material Type** boxes as necessary.

6. Select **File** > **Save**.

   > **Note:**
   > If a purchase order line item segment is linked to the serial holdings record you are copying, Polaris checks the quantity ordered in the linked purchase order line segment. If the number of copies already linked is equal to the quantity ordered in the purchase order line, an error message appears. The new serial holdings record cannot be saved if it is a standing order because it is not linked to a purchase order line item. If the order

type is Subscription, the serial holdings record can be saved, but it is not linked to the purchase order line item.

Creating a Publication Pattern

To create a publication pattern for automatic prediction, you can use a publication pattern template, or you can specify the enumeration, chronology, frequency, and regularity for the serial title in the serial holdings record. If you are creating the publication pattern by specifying the enumeration, chronology, frequency, and regularity for the serial title, you may also save the publication pattern as a template before you save the publication pattern, so that it may be used to create other publication patterns for your organization. If you already have publication pattern templates, you may test them by checking the prediction preview. If the publication pattern has changed since the templates were created, you can update the template. When you create a new publication pattern for a serial title, you can save it as a template.

See also:

- [Use a Template to Create a Publication Pattern](#)
- [Specify the Publication Pattern for a Serial Title](#)
- [Establish Chronology and Enumeration](#)
- [Set Up the Serial Publication Pattern Regularity](#)
- [Review a Publication Pattern's Prediction](#)

Use a Template to Create a Publication Pattern

To create a publication pattern for a Serial Holdings record using a publication pattern template:

1. Search for and select the bibliographic record for the serial title, right-click, and select **Create** > **Serial Holdings Record**.

   Note:
   This is only one method for creating a serial holdings record. You can also select **File** > **New, Serial Holdings Record** from the Polaris Shortcut Bar and then link to the bibliographic record. For other methods of creating a serial holdings record, see [Create a serial holdings record](#).

   A blank Serial Holdings Record workform appears.

2. Enter the required information and save the serial holdings record.

3. Click the **Add/Create Pattern** icon or press **CTRL+SHIFT+N.**
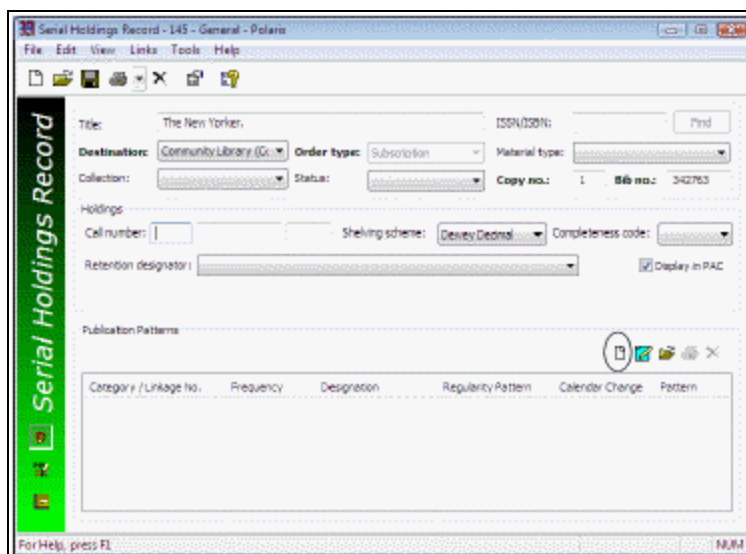
The Create Publication Pattern - Pattern Options wizard appears.

4. Click the **Template Name** column to sort the titles alphabetically.

5. Click anywhere in the list of templates, and type the first letter of the template's name. The cursor will jump to the template name or close to it so you can find it quickly.

6. Select the template.

7. Click **Next**.

The Enumeration and Chronology page appears, and the **Start designation** is displayed on the bottom of the page. The date in the **Start date** box defaults to the template's start date.

> **Important:**
> This is the start date of the template, not your subscription's start date. If your subscription begins after this start date, or the first issue you want to predict is after this date, do not change the start date. If you change the start date for a publication pattern template, you must re-enter the enumeration captions and values. Instead of changing the start date, remove the predicted issues that come before the first issue you want to predict. See step 13.

8. Check the enumeration and chronology. It is not necessary to change the enumeration and chronology if you want to start your expected issues after the template's start date. Simply remove the issues on the Prediction Results page of the Publication Pattern wizard. See step 13.

> **Important:**
> If you change the frequency of the pattern, the regularity is removed and another default regularity (to match the selected frequency) will take its place. Only change the frequency if the pattern template is not at all

suitable. If you change the frequency by mistake, click **Cancel** on the last page of the pattern wizard and exit without saving the modified template.

9. Click **Next** to go to the next page of the wizard.

   The Regularity Pattern page appears with the publication details.

10. Click **Next** to go to the next page of the wizard.

    The Prediction Results page appears.

    Tip:
    If the predicted issues do not appear as you expected, click the
    Back button and make changes. If you click the **Cancel** button, the
    Publication Pattern wizard closes and your changes will not be saved.

11. Check the predicted issues and verify that they appear as expected.

    Important:
    If you used a template with a start date before the actual start of your
    subscription to this title, there may be issues prior to the issues you want
    to generate. You need to remove the predicted issues before clicking the
    Finish button.

12. If you want to see more issues than those displayed in the Prediction Results list,
    click **View More**.

The number of issues that appear in the Prediction Results list is the number of issues that will be generated.

> **Important:**
> Keep clicking **View More** until you see the first issue you want to predict.

13. Remove all the predicted issues with dates before your subscription start date by doing the following steps:

    a. Select the issue directly above the first issue you want to generate.

    b. Press **CTRL+SHIFT+Home**.

    c. Right-click, and select **Remove**.

> **Tip:**
> This procedure only removes issues or parts from the predicted list; the issues or parts listed are not yet records in the Polaris system. When you have generated issues or parts records and you want to remove them, you delete them (see Delete single or multiple serial issues/parts).
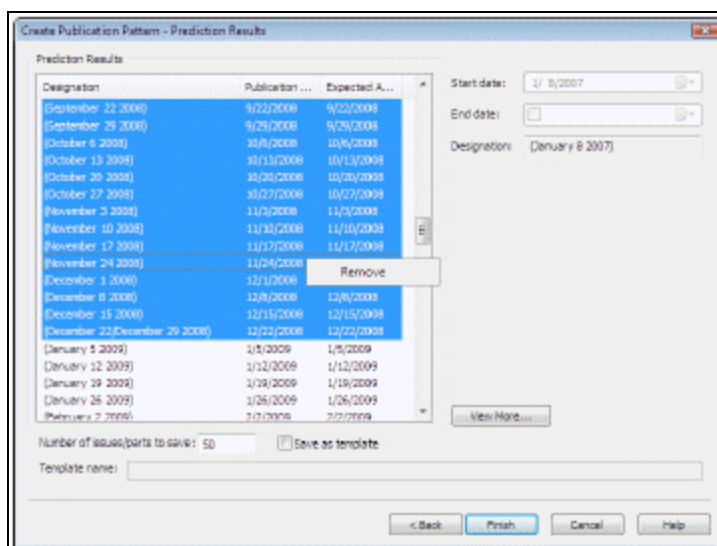
After you remove issues, the **Number of issues/parts to save** box displays the number of issues remaining.

14. Click **Finish** to create the expected issues.

    The expected issues appear in the Check In workform. See Checking In Serials.

Specify the Publication Pattern for a Serial Title

To specify the publication pattern for a serial title:

1. Click ⬜ in the Publication Patterns toolbar of the Serial Holdings Record work-

    form or press **Ctrl+Shift+N**.

    The Create Publication Pattern - Pattern Options wizard appears.

2. Select a category in the **Category** box to indicate that the publication pattern is for the basic bibliographic unit, a supplement, or an index.

    > **Note:**
    > You can have multiple runs for the Basic Bib, Index and/or Supplement with the same or different publication patterns.

    > **Tip:**
    > You can have different publication patterns for different categories of the same serial title. For example, you can indicate a frequency of **Monthly** for the basic bibliographic unit and **Annual** for the supplement.

3. Type or select a date when you want the publication pattern to begin in the **Start date** box.

    > **Note:**
    > The Start date is the current date if you are not using a publication pattern template. If you are using a publication pattern template, the Start date is the template's start date and should not be changed. See Use a template to create a publication pattern.

4. To specify a date for the publication pattern to end, type or select a date in the **End date** box. An end date is not required.

5. In the **Arrival pattern** boxes, type the number of days and select **before** or **after** to indicate the amount of time between the publication date and the date the issue is expected in the library. The arrival pattern is used to calculate the expected arrival date.

6. To prepare the issues of this serial holdings record for circulation as they are received, select the **Generate item records at check-in** box.

> **Important:**
> You must create a serial item template before you can create serial items automatically. See Create a serial item template.

7. If barcodes are applied and should be scanned at check-in, select the **Prompt for barcode on check-in** box.

> **Note:**
> The prompt for the barcode also includes a box for the issue unit price if the Serials parameter **Enter unit price at serials check-in** is set to **Yes**. If the parameter is set to **No**, when you check in a serial issue, the cursor goes to the barcode field, and you can scan in the barcode. If the parameter is set to **Yes**, when you check in a serial issue, the cursor goes to the price field. See the *Serials Administration Guide*.

8. If you want the issues and the item records created from the issues to have a price, type the price per issue in the **Unit price** box.

9. If the category type is supplement or index, indicate the type in the **Type of supplement or index** box.

10. Type the number of issues or parts you want to predict in the **Number of issues/parts to predict** box.

> **Note:**
> The number of issues or parts that will be predicted also depends on the publication pattern, including the start and end dates. The default (50) is the maximum number of issues or parts that can be predicted.

> **Tip:**
> The retention information and public note in the serial holdings record display in the PAC at the branch level. If you have multiple serial holdings records for the same title and branch, but they are retained for different periods based on the collection, use the textual holdings notes to indicate the collection-specific retention.

11. If you want to record and display other holdings information, type the textual holdings in the **Textual Holdings** box. You can use this box for retrospective holdings information (the physical serial issues/parts your library holds for which there are no records in Polaris). Example: **v. 36-49 (1961-1994). Incomplete vols. unbound. Some issues missing.**

> **Note:**
> The textual holdings and the textual holdings public note display in the public access catalog after the serial holdings record public note, if there is one. The serial holdings record public note is at the branch level. See [Displaying Serial Titles in the PAC](#).

12. To enter a public note, type it in the **Public note** box.
13. To enter a note that is displayed for staff only, use the **Non-public note** box.
14. Click **Next**, and follow the steps in [Establish chronology and enumeration](#) and in [Set up the serial publication pattern regularity](#).

Establish Chronology and Enumeration

To establish a serial publication's chronology and enumeration:

> **Note:**
> You can specify up to four levels of chronology, six levels of enumeration, and two levels of alternative enumeration. There must be at least one level of enumeration or chronology.

1. Specify the publication pattern options, following the steps in [Specify the publication pattern for a serial title](#), and click **Next**.

   The Create Publication Pattern - Enumeration and Chronology dialog box appears.

   > **Tip**:
   > If the frequency is Quarterly, see [Tips for Predicting Quarterly Issues](#).

2. Select the frequency with which the serial is published in the **Frequency** box.

   > **Note:**
   > The frequency is specified in the 008 field, position 18 of the bibliographic record.

3. For each level of chronology, enter information in the following fields in the **Chronology Setup** frame:
   a. Select the chronology caption in the **Caption** box.
   b. Select the format in the **Format** box.
   c. If applicable, select the **Alternative chronology** box.

d. Click **Add** to add the chronology level.

e. Continue adding chronology levels.

> **Example:**
> If the chronology includes a year, month, and day (November 24, 2003), there are three levels of chronology. Select **Year** as the caption and select **Number** as the format for the first level of chronology. Select **Day of Month** as the caption and select **Number** as the format for the second level of chronology. Select **Month** as the caption and select **Full text** as the format for the third level of chronology.

4. For each level of enumeration, enter information in the following fields in the **Enumeration Setup** frame:

> **Tip:**
> To suppress the enumeration display, use square brackets **[ ]** in the **Caption** box. To force a value to display in reverse order, use a plus sign **+** in the **Caption** box under Enumeration Setup. For example: **+Ed.** with a format of **numeral**, and a start value of **5** would display as **5th Ed**.

a. Type the enumeration caption in the **Caption** box.

b. Select the enumeration format in the **Format** box.

> **Note:**
> If you select **Free text** for the enumeration format, you can leave the **Start value** blank. For more information on using free text enumeration to add an issue that is a supplement or a special issue with a different title than the title in the serial holdings record, see [Predict issues/parts with different titles](#).

c. Type a start value for the enumeration in the **Start value** box.

> **Note:**
> If you select **Number**, **Numeral**, or **Roman** in the **Format** box, enter an Arabic number in the **Start value** box. The number is converted to the appropriate format. For example, if you selected **Numeral** for the format and **5** as the start value, it is

> converted to **5th**. If you selected **Roman** for the format and **5** as the start value, it is converted to **V**. The start value can be blank if the enumeration format is free-text.

    d. If applicable, select the **Alternative enumeration** box.

    e. Click **Add** to add the enumeration level.

> **Note:**
> If the enumeration for the serial has volume and number, the highest (first) level of enumeration is the volume.

The **Bib units per next higher level** and **Continuity** boxes appear for each level of enumeration you define after the first level of enumeration.

5. In the **Bib units per next higher level** box, indicate how many units are needed in each enumeration level (second - sixth) before the next higher level increments.

> **Examples:**
> For a monthly serial with enumeration of volume and issue, type **12** in the **Bib units per next higher level** box for the second enumeration level. After 12 issue records are created for a volume, the first enumeration level is automatically incremented by one.
>
> For a daily publication that is published every day except on Sundays and Christmas Day, it is not necessary to enter the exact number of issues. Enter **365** in the **Bib units per next higher level** box. Then, select **Day of Month** in the **Calendar Change** box and a value of **0101** to force the volume to increment on January 1 of each year.

6. Indicate in the **Continuity** box if the numbering for each level restarts (returns to 1) or continues incrementing.

> **Note:**
> The enumeration and chronology levels and values you specified appear in the **Start designation** box. If the designation is not what you want, you can remove chronology and/or enumeration levels, and reenter the information.

7. Click **Next** to set up the serial regularity. See [Set up the serial publication pattern regularity](#).

Set Up the Serial Publication Pattern Regularity

If the publication pattern frequency is a common one, and there are no combined or omitted issues, you do not need to specify the regularity to generate the predicted issues. For example, to predict issues for a serial with a **Daily** frequency that is published every day without exception, you do not need to enter the regularity information. If there are days when the serial is not published, you need to specify these exceptions. To predict issues for publications with a frequency of **Totally Irregular** or **Continuously Updated**, you must enter a regularity pattern.

> **Note:**
> Some frequencies show the publication details automatically in the **Publication Details** box, whereas other frequencies (such as Daily) produce too many entries to show in the box. To check the prediction, click **Next** (see Review a publication pattern's prediction).

To specify the publication pattern regularity:

1. Specify the publication's enumeration and chronology following the instructions in Establish chronology and enumeration , and click **Next**.

   The Create Publication Pattern - Regularity Pattern dialog box appears.

2. Select a publication code in the **Publication code** box.

> **Note:**
> There are default regularity patterns when you enter a frequency, but you can enter exceptions to the publication pattern by using **p** for additional issues, **o** for omitted issues, and **c** for combined issues.

3. Select a calendar unit in the **Calendar unit** box.
4. Type a valid publication value in the **From** box.

> **Note:**
> Day of week (d): mo, tu, we, th, fr, sa, su.
> Day of month (d): 01-31
> Month (m): 01-12
> Season (s): 21 (spring), 22 (summer), 23 (autumn), 24 (winter)
> Week of year (w): 01-53
> Week of month (w): 99 (last), 98 (next to last), 97 (third to last), 00 (every), 01 (first), 02 (second), 03 (third), 04 (fourth), 05 (fifth).
> Year (y): yyyy (four digits)

If you are specifying that one or more issues are combined, you must enter both **From** and **To** values.

5. If applicable, type a valid publication value in the **To** box.

6. Click **Add** to add the publication details to the list under **Publication Details**.

> **Example:**
> A weekly serial is published on Monday of each week with combined issues for the last two weeks of August and December. The Publication Details are as follows for this publication:
> **pd mo**
> **cw 0898mo/0899mo**
> **cw 1298mo/1299mo**

> **Tip:**
> The **Calendar Change** box is active only if you defined enumeration in the publication pattern.

7. If you need to specify a calendar change, select **Month**, **Day of Month** or **Season** in the **Calendar Change** box, and enter the corresponding two-digit numeric code. If the serial is published less frequently than monthly, you must select **Day of Month** to indicate a calendar change.

> **Note:**
> A calendar change indicates the chronological point at which the highest level of enumeration increments or changes. For example, if you select **Day of Month** for the calendar change, and enter **0101**, the calendar change will be on January 1. However, if the serial is not published on January 1, the calendar change automatically takes effect on the next day the serial is published. You can specify more than one calendar change by separating the values with commas.

8. Click **Next**, and review the expected issues to see if the publication pattern results are what you wanted. See Review a publication pattern's prediction.

> **Note:**
> If you go back to the previous view and change the frequency, the publication pattern details are automatically removed. However, changing other information does not affect the publication details.

Tips for Predicting Quarterly Issues

If the frequency is Quarterly, you can select a chronology caption of **Season** or **Quarter** (among other selections). The start date of the quarterly publication determines the chronology of the first issue.

If the chronology caption is set as Season, the Start date determines the season as follows:

- 3/21/YY - 6/20/YY = **Spring**
- 6/21/YY - 9/20/YY = **Summer**
- 9/21/YY - 12/20/YY = **Autumn**
- 12/21/YY - 3/20/YY = **Winter**

If the chronology caption is set as Quarter, the Start date determines the quarter as follows:

- 1/1/YY - 3/31/YY = **1st Quarter**
- 4/1/YY - 6/30/YY = **2nd Quarter**
- 7/1/YY - 9/30/YY = **3rd Quarter**
- 10/1/YY - 12/31/YY = **4th Quarter**

Depending on the initial start date, you can manipulate the chronology to correctly reflect the first issue to be predicted. The following are some examples of quarterly prediction:

- If the first issue is **Vol. 14 No. 3 (Autumn 2012)**, the Start date should be 9/21/12 or later (but not later than 12/20), so that the system will predict a fourth issue as **Winter 2012**.
- If the first issue is **Vol. 17 No. 1 (Winter 2012)**, the Start date should be 1/1/2012 or later, (but not later than 3/20/2012), so that the system will correctly predict all four issues within the calendar year, starting with Winter. If the start date is 12/21/11, a Winter issue will be produced, but with a chronology year of 2011, not 2012.

Related Information

[Publication Pattern Examples](#)

Review a Publication Pattern's Prediction

To review the publication pattern's prediction results:

> **Tip:**
> The Prediction Results dialog box also displays when you select **Tools, Predict Issues/Parts** from the Check In workform and when you right-click from the Serial Holdings Record.

1. Set up the serial title's publication pattern. See [Specify the publication pattern for a serial title](#).

2. After setting up the serial's publication regularity, click **Next**.

    The Create Publication Pattern - Prediction Results window displays the predicted issues using the pattern you set up. The pattern's start and end date display as well as the designation for the first predicted issue.

3. To see more prediction results, click **View More**.

    Additional prediction results appear in the list.

    > **Tip:**
    > If you previously specified an end date, you can extend the publication pattern's end date to predict more issues. See [Specify the publication pattern for a serial title](#).

4. To save the publication pattern as a template, select the **Save as Template** checkbox, and type a name for the template in the **Template name** box.

5. Click **Finish** to save the publication pattern.

    If you saved the publication pattern as a template, it is available in the list in the Publication Pattern Template Manager. See [Creating Publication Pattern Templates](#).

Changing a Publication Pattern

You can change the publication pattern for a serial holdings record if no issues or parts were received using that pattern. If one or more issues have already been received and the publisher changes the enumeration and/or chronology captions, or the arrival pattern (the publisher produces the serial monthly and then bimonthly), you can close the old pattern and create another one. If the publication pattern resumes, you can reopen the pattern. You can also add or remove predicted issues.

There are two ways you can change a publication pattern for a serial holdings record. One method is to change only the publication pattern options, such as the start or end date. For example, you want to keep the frequency, regularity, chronology, and enumeration that are defined in the pattern, but you want to change the start and end dates. The other method is to change the frequency, chronology, enumeration and other settings in the publication pattern but leave the start and end dates the same.

If the publication pattern is saved as a template, the changes are only made for that serial holdings record. To change a template, you must make the changes from the Publication Pattern Template Manager. See Edit a publication pattern template.

See also:

- Modify Publication Pattern Options
- Modify a Publication Pattern
- Close a Publication Pattern
- Reopen a Publication Pattern
- Predict Issues/Parts from Serial Holdings
- Predict Issues/Parts with Different Titles

Modify Publication Pattern Options

To modify publication pattern options for a serial holdings record:

> **Note:**
> Use this method if you want to modify the start or end date of the publication pattern, but leave the frequency, enumeration, chronology, and regularity the same.

1. Open the Serial Holdings Record workform.
2. Right-click the publication pattern in the Publication Patterns list.

   The context menu appears.

   > **Tip:**
   >
   > You can also select a publication pattern, and click .

3. Select **Edit pattern options** from the context menu.

   The Modify Publication Pattern Options dialog box appears.

4. Change the existing information or enter new information to modify the publication pattern options. See [Specify the Publication Pattern for a Serial Title](#).

5. Click **OK** to save the changes to the publication pattern.

Modify a Publication Pattern

To modify a publication pattern for a serial holdings record:

> **Note:**
> Use this method if you want to modify the frequency, enumeration, chronology, or regularity of the publication pattern. You can modify a publication pattern if no issues have been received. If issues have already been received using this pattern, you must close the existing pattern and create a new pattern for the serial holdings record. See [Close a publication pattern](#).

1. Open the Serial Holdings Record workform.

2. Right-click the publication pattern in the Publication Patterns list.

   The context menu appears.

3. Select **Open** from the context menu.

   The Modify Publication Pattern - Enumeration and Chronology dialog box appears.

4. If you want to change the existing information or enter new enumeration or chronology information, follow the steps in [Establish chronology and enumeration](#).

5. If you want to modify the regularity, click **Next** on the Modify Publication Pattern - Enumeration and Chronology dialog box, and follow the steps in [Set up the serial publication pattern regularity](#).

Related Information

[Edit a publication pattern template](#)

Close a Publication Pattern

To close a publication pattern:

> **Important:**
> Be sure to predict all issues still under the old pattern before closing it and establishing a new publication pattern. Closing the pattern stops prediction even if the End date has not been reached. If you try to close a pattern, and issues have already been received, Polaris deletes only the expected, never published or not available issues with a start date after the End date entered in the Close publication pattern dialog box.

1. Right-click an open publication pattern on the Serial Holdings Record workform.

   The context menu appears.

2. Select **Close pattern** from the context menu.

   The Close Publication Pattern dialog box appears.

3. Enter the end date in the **End date** box, and click **OK**.

   The publication pattern is closed.

Related Information

Serial title changes - If the publication's title changed, copy the serial holdings record, link the new serial holdings record to the new bibliographic record, and close the publication pattern for the old serial holdings record. You can link to a different bibliographic record from a serial holdings record if no issues were received under that title. See Link a new bibliographic record to a serial holdings record.

Reopen a Publication Pattern

To reopen a closed publication pattern:

1. Right-click a closed pattern on the Serial Holdings Record.
2. Select **Reopen publication pattern** from the context menu.

   The publication pattern is reopened.

Predict Issues/Parts from Serial Holdings

After you have set up a publication pattern and predicted issues or parts using this pattern, you can predict additional issues or parts.

To predict issues or parts from the Serial Holdings Record workform:

1. Open the Serial Holdings Record workform.
2. Select the publication pattern, and right-click.
3. Select **Predict issues/parts** from the context menu.

   The Predict Issues/Parts dialog box shows the predicted issues.

4. Click **OK.**

   The predicted issues are created.

Predict Issues/Parts with Different Titles

In some situations, a serial issue may be published outside of the usual publication pattern. It can be an issue that has the same title as the title in the serial holdings record, and the same enumeration and chronology, or it can be a special issue with a different title from the serial holdings record and no enumeration or chronology, such as *Spring is coming. Special issue.*

> **Note:**
> To add a special issue that is published outside of the usual publication pattern, but with the same title as the serial holdings record, see Add a special issue/part at check in.

> **Tip:**
> You can also create a publication pattern template with a frequency of **Completely irregular** or **Continuously updated** and an enumeration of **Free text** to use for these types of special issues or supplements. See Creating Publication Pattern Templates.

To add a special issue or part that has a different title than the title in the serial holdings record:

1. Open the Serial Holdings Record workform for the serial title.
2. Double-click the pattern to open it.
3. Set up the chronology, if applicable, following the instructions in Establish chronology and enumeration.
4. In the **Caption** box under **Enumeration Setup**, type **[ ]** or **[Title]** as the holding place for the title of the special issue. The square brackets prevent the text from displaying. You can enter the exact title when the issue is checked in.
5. Select **Free text** in the **Format** box and click **Add**.
6. Select **Links, Check In** from the Serial Holdings Record workform.
7. When the special issue arrives, right-click the issue in the Check In workform, and select **Open** from the context menu.

   The issue appears in the Issue workform.

8. Type the title of the special issue in the box labeled **Title** under **Enumeration**.
9. Select **Tools, Check In** from the Issue menu to check in the issue.

   The issue's title displays in the PowerPAC's Availability view.

Creating Publication Pattern Templates

You can create publication pattern templates from the Publication Pattern Template Manager or by saving a publication pattern as a template from the Serial Holdings Record workform. All publication pattern templates are available from the Serial Holdings Record.

See also:

- Create a Publication Pattern Template
- Edit a Publication Pattern Template
- Copy a Publication Pattern Template
- Rename a Publication Pattern Template
- Publication Pattern Examples

Create a Publication Pattern Template

To set up a serial publication pattern template:

1. Select **Serials** > **Templates** > **Publication Pattern** from the shortcut bar.

   The Publication Pattern Template Manager workform appears.

   > **Tips:**
   > Expand the Publication Pattern Manager by dragging the bottom right corner of the workform.
   > Widen a column by dragging the border of the column header.
   > Filter the list by selecting a creator or frequency.
   > Sort the list by clicking the column header.
   > Quickly locate a template by placing the cursor in the list and typing the first letter of the template name.

2. Select **File** > **New,** or click the New button.

   The Create Publication Pattern Template - Enumeration and Chronology dialog box appears.

3. Define the publication pattern enumeration and chronology, and click **Next**. See Establish chronology and enumeration.

   The Create Publication Pattern Template - Regularity Pattern dialog box appears.

4. Specify the publication regularity, and click **Next**. See [Set up the serial publication pattern regularity](#).

   The Create Publication Pattern Template - Prediction Results dialog box appears.

5. Review the predicted issues to make sure the results are what you expected. See [Review a publication pattern's prediction](#).

   > **Note:**
   > If the results are not what you expected, click **Back** to go back and change the prediction pattern.

6. If you want a note to appear next to this template in the Publication Pattern Template Manager list, type up to 512 characters in the **Note** box.

7. Type a name for the template in the **Template name** box.

8. Click **Finish**.

   The publication pattern template is saved and will appear in the list of templates when you create a new pattern in a serial holdings record.

Edit a Publication Pattern Template

To edit a publication pattern template:

1. Select **Serials, Templates, Publication Patterns** from the Polaris Shortcut Bar.

   The Publication Pattern Template Manager workform appears.

   > **Tips:**
   > Expand the Publication Pattern Template Manager by dragging the bottom right corner of the workform.
   > Widen a column by dragging the border of the column header.
   > Filter the list by selecting a creator or frequency.
   > Sort the list by clicking the column header.
   > Quickly locate a template by placing the cursor in the list and typing the first letter of the template name.

2. Right-click a publication pattern, and select **Open** from the context menu.

   > **Tip:**
   > To delete or print multiple publication patterns, multi-select the patterns,

right-click, and then select **Print** or **Delete** from the context menu. Other options are available on the menu when you select a single template.

The Modify Publication Pattern dialog box appears.

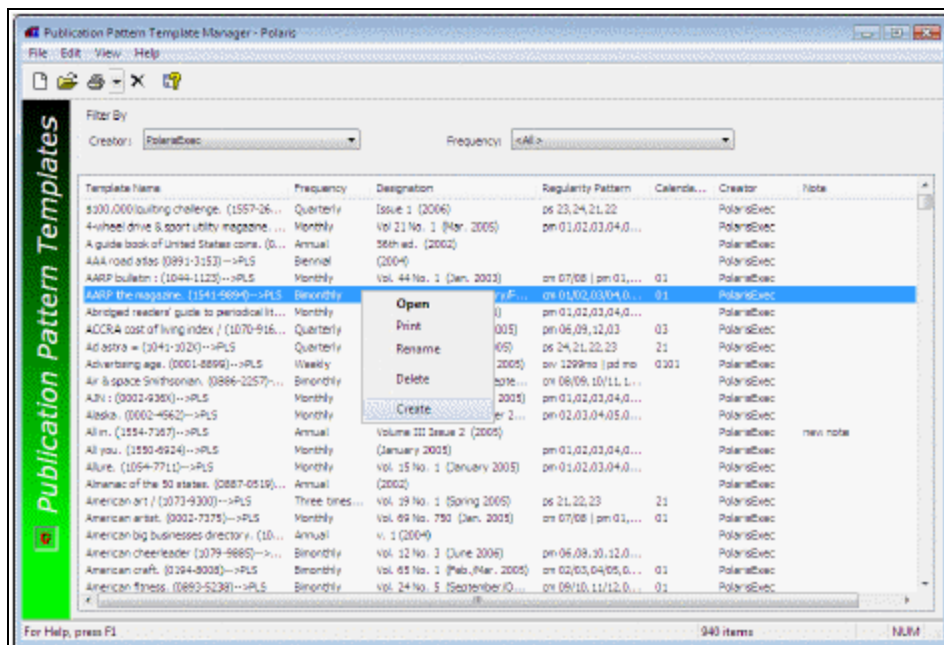3. Modify the publication pattern as needed. See Creating Publication Pattern Templates.

Copy a Publication Pattern Template

If you want to start with an existing publication pattern template, modify it, and create a new template, you can copy the template. To copy a publication pattern template:

1. Select **Serials, Templates, Publication Patterns** from the Polaris shortcut bar.

   The Publication Pattern Template Manager workform appears.

2. Right-click a publication pattern template, and select **Create** from the context menu.

The Create Publication Pattern dialog box appears.

3. Modify the publication pattern as needed. See Creating Publication Pattern Templates.

4. Type a name for the new template in the **Template name** box on Step 3 of the Create Publication Pattern window, and click **Finish**.

    The publication template is saved with the new name.

Rename a Publication Pattern Template

If you want to keep all the settings for a publication pattern template, but you want to give it another name, you can rename the publication pattern template. To rename a publication pattern template:

1. Select **Serials, Templates, Publication Patterns** from the Polaris Shortcut Bar.

    The Publication Pattern Template Manager workform appears.

2. Right-click the publication pattern you want to rename, and select **Rename** from the context menu.

    The name area is highlighted in the list.

3. Type the new name over the existing name.

    The publication pattern template's name is changed.

Publication Pattern Examples

Publication Example	Frequency	Chro-nology	Enu-meration	Regu-larity/Exception*	Pattern Results
Published annually	Annual	Year	Vol.		Vol. 1 2011 Vol. 2 2012
Published monthly with two combined issues - July/Aug. & Sept./Oct.	Monthly	Year Month	Volume 1 Issue 1	cm07/08 cm09/10	Vol. 1 Issue 1 January 2012 (10 issues per year

Publication Example	Frequency	Chro-nology	Enu-meration	Regu-larity/Exception*	Pattern Results
					- July & Aug. in issue 7, Sept. & Oct. in issue 8)
Published semiweekly - Monday and Thursday (except on Fourth of July, Labor Day, Thanksgiving, Christmas, New Year's Day)	Semiweekly	Year Day of month Month Day of week	Vol. 1 no. 1 Monday Jan. 2	od0101 od0704 od1225 ow0901mo ow1199th	Vol. 1 no. 1 Monday, January 6, 2012 (omits Jan.1, July 4, Dec. 25, 1st Mon. in Sept. & last Thurs. in Nov.)

*For exceptions, use publication codes **p** (published); **o** (omitted); **c** (combined).

Creating Serial Item Templates

If your library circulates serials or tracks their use in-house, use a serial item template to generate serial items at check-in. You can create serial item templates for every branch, serials collection, and serials material type so that there is minimal processing required after the item record is created.

To create a serials item using an item template, there must be an item template with a name that begins with **Serial** or **Serials**, and the following fields in the Serial Holdings Record workform and the Item Template workform must match:

- **Destination** on the Serial Holdings Record workform and **Assigned** on the Item Template workform
- **Collection** on the Serial Holdings Record workform and **Collection** on the Item Template workform
- **Material type** on the Serial Holdings Record workform and **Material type** on the Item Template workform

To create a serial item template:

1. Select **File** > **New** from the Polaris shortcut bar, or click [icon].

   The New dialog box appears.

2. Select **Item Template** in the Objects list, and click **OK**.

   The Item Template workform appears.

3. Type **Serial** or **Serials** followed by a template name in the **Name** box.

4. Select the template owner in the **Template Owner** box.

5. Select the owner for the item records in the **Owner** box.

> **Note:**
> Select the same branch name in the **Owner** box as that in the **Assigned branch** box.

6. Select the branch name in the **Assigned** box.

7. Select the material type in the **Material type** box.

8. Select the collection in the **Collection** box.

9. Select the following required fields to create an item record: **Loan period**, **Fine code**, and **Renewal limit**.

> **Note:**
> See the *Cataloging Guide*.

> **Tip:**
> You can set the **Circ status** in the template to **In** if you want all your serial items created from this template to have a circulation status of **In**.

10. Complete the information for circulating serials according to your library's policies and workflow.

11. Select **File** > **Save**.

> **Note:**
> If the template does not have the required information for creating an item record, a message appears and you cannot save the template. Fill in the required fields labeled in bold type, and save the template again.

The template is saved. When you check in serial issues and the serial holdings record has the same destination (assigned branch), collection, and material type as the item template, serial items are create automatically.

<div align="center">Related Information</div>

Checking in serial issues and creating item records - See Checking In Serials.

Changing a Serial Holdings Record's Title

If you have saved a serial holdings record with the wrong title, you can link it to a new bibliographic record. However, any received and retained issues/parts and any linked serial item records will be linked to the new bibliographic record, and they will display in the PAC with the new title.

In cases where the publisher changes the title of the serial publication, and your library uses successive entry cataloging, it is preferable to create a new serial holdings record and link it to the bibliographic record with the publication's new title. Close the publication pattern for the old serial holdings record, which deletes any issues that have been predicted but not received. Then, select **File** > **New** > **Copy** to create a new serial holdings record with the same publication pattern as the old title, and then link to the new bibliographic record.

If the publication pattern has not changed with the new title, you can then generate issues from the existing pattern, and check in issues for the new title. This method ensures that any retained issues and items from the old serial holdings record keep the link to the old bibliographic record and display in the PAC under the old title. Any subsequent retained issues and items will display in the PAC under the new title.

In Polaris Administration, the title display for serials can be configured to display the 780 (Former Title) and 785 (Later Title) fields in the PAC. When the title display has been configured to display the former and later title, patrons can find all the issues of a serial. See the *Public Access Administration Guide*.

> **Note:**
> When you select a different bibliographic record to be linked to the serial holdings record, the compressed holdings statement in the PAC will not reflect the change until the BuildUpCompressedHoldings SQL job has been run. See the *Administration Guide*.

To change a serial holdings record's title:

> **Important:**
> You should change the bibliographic record only when you have linked to the wrong record. If there are received issues/parts and item records linked to the serial holdings record, they will all be linked to the new title. If the publication's title changed, copy the serial holdings record, link the new serial holdings record to the new bibliographic record, and close the publication pattern for the old serial holdings record. See Close a publication pattern.

1. Open the Serial Holdings Record workform.

2. Click **Find** to search for the new bibliographic record.

   If the serial holdings record is linked to a subscription record, purchase order line item, or invoice line item, a message appears.

3. Click **Yes** to continue.

   If there are links to received and retained issues/parts, and any item records, a message appears.

4. Click **Yes** to continue.

   The Find Tool appears with **Bibliographic Records** selected in the **Object** box.

5. Search for the bibliographic record with the new title.

   The bibliographic record or records matching your search criteria appear in the Find Tool results list.

6. Select the new bibliographic record.

   Polaris checks for any received issues and any linked items.

7. Save the serial holdings record.

   The Serial Holdings Record is updated with the new title information.

Publisher Changes a Serials Title

If the publisher changes the title of a serial publication for which the library already has received and retained issues/parts, create a new serial holdings record, and close the publication pattern for the old serial holdings record. This ensures that any issues/parts received under the old title display the old title, and new issues/parts display the new title.

- See [Copy a serial holdings record](#).
- See [Close a publication pattern](#).

You can set Polaris Administration profiles to display the former and later titles in the PAC.

- See the *Public Access Administration Guide*.

Managing Subscriptions

Subscription Records are optional in Polaris. You can use subscription records if your library wants to track renewals or create purchase orders automatically when subscriptions are renewed. You can renew and cancel subscriptions without creating subscription records, but there will be no automatic tracking or reporting capabilities.

A subscription record is a central location for information related to one or more copies (serial holdings records) of a subscription, including the renewal term, status, start date, and expiration date. A subscription record is linked to a bibliographic record and one or more serial holdings records. Once you have set up subscription records for all the subscriptions your library has, you can manage (view, renew, cancel) your subscriptions from the Subscriptions List.

If you use subscription records, you can print reports that show the types of serials titles your library subscribes to and the cost of these subscriptions. These reports can assist you in making decisions about renewing or cancelling your library's subscriptions. See the *Polaris Basics Guide*.

See also:

- [Create a subscription record](#)
- [Add a serial holdings record to a subscription record](#)
- [Copy a subscription record](#)
- [View the Subscription List](#)
- [Renew a subscription from the subscription record](#)
- [Renew subscriptions from Subscription List](#)
- [Cancel a subscription](#)
- [Reopen a subscription](#)

Create a Subscription Record

To create a subscription record:

1. Select **File** > **New** from the Polaris shortcut bar.
2. Select **Subscription Record** from the list.

   A blank Subscription Record workform appears.

3. Click **Find** next to the **Bib control** box, and use the Find Tool to select the bibliographic record for the subscription title.

   The bibliographic information for the subscription title appears in the **Bib control**, **Title** and **ISSN** boxes.

4. Select the library that controls this subscription in the **Owner** box.
5. Clear the **Automatic Renewal** checkbox if you do not want the subscription to be renewed automatically.
6. Click **Find** next to the **Supplier SAN** box, and use the Find Tool to search for and select the supplier for this subscription.

The supplier name, account number, and SAN appear in the appropriate boxes.

7. Type a name by which your library identifies this supplier, if applicable.

8. Select the date when the subscription originally began in the **Original date** box.

9. Select the date when the present subscription period began in the **Start date** box.

10. Select the term for the subscription in the **Term** box.

    The expiration date automatically appears in the **Expiration date** box.

    > **Important:**
    > The payment method, fund, and subscription price are required if you choose to create purchase orders automatically upon renewal.

11. Select the payment method for the subscription in the **Method** box.

12. Select the fund that is being used for the subscription in the **Fund** box.

13. Type the price of the subscription in the **Price** box.

    > **Note:**
    > The Copy Quantity information appears when there are serial holdings records associated with this subscription record.

14. If applicable, type renewal instructions and notes in the **Instructions and Notes** boxes.

15. Add serial holdings records to the record (see Add a serial holdings record to a subscription record).

Add a Serial Holdings Record to a Subscription Record

After you have created a subscription record, you can add serial holdings records to the subscription record. To add a serial holdings record to a subscription record:

> **Tip:**
> You can also add a serial holdings record to the subscription record by selecting **Tools, Add to Subscription Record** from the Serial Holdings Record workform. Then, select the subscription record from the Find Tool.

1. Select **View, Serial Holdings** on the Subscription Record workform.

   The Serial Holdings view appears.
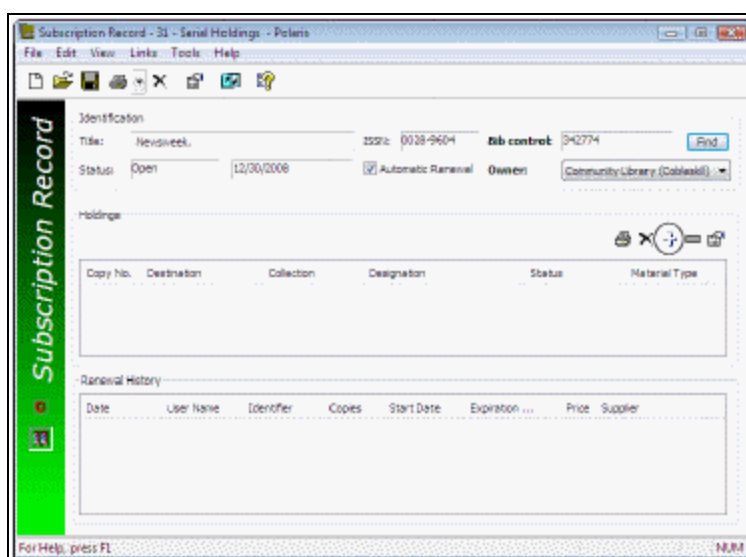
2. Click ⊕ to add a serial holdings record.

   If only one serial holdings record is linked to the bibliographic record, the information from that serial holdings record appears in the Subscription Record workform. If multiple serial holdings records are linked to the bibliographic record, the serial holdings records are listed in a dialog box.
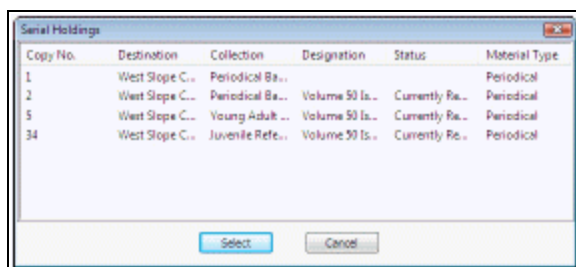
3. If the Serial Holdings dialog box appears, select the serial holdings record that you want to add to the subscription record, and click **Select**.

   The serial holdings record appears in the Holdings list.

Copy a Subscription Record

You can create a new subscription record by copying an existing subscription record. To copy a subscription record:

1. Display the subscription record in the Subscription workform.
2. Select **File** > **New** from the menu on the Subscription workform.
3. The New Subscription Record dialog box appears.
4. Choose one of the following options:
   - Select **Copy Existing Workform** if you want to copy the subscription information to the new subscription record.
   - Select **Clear Workform** if you want to create a new record with different subscription information.

   > **Note:**
   > Any serial holdings records that are linked to the original subscription record are not linked to the new record.

5. Continue entering the subscription information. See Create a subscription record.

View the Subscription List

The Subscription List displays the library's subscription records. You can filter the list to see the subscriptions for a specific supplier, owner, status, expiration date range, and automatic renewal flag. To filter the subscription list to show specific subscriptions:

1. Select **Serials, Subscription List**.

   The Subscription List appears.

   > **Tips:**
   > Sort a column by clicking on the column header.
   > Expand a column by dragging the border of a column header.
   > Expand the workform by dragging the lower right corner.

2. Filter the list using the following options:

   > **Tip:**
   > When one type of filter is selected, all the filters' settings are used to limit the list. If you do not want the **Supplier**, **Status**, or **Auto renew** filters to be used, select the **All** option for any of these filters. If you do not want the **Expiration Date** to be used, expand the date range to encompass all possible expiration dates. If you do not want the **Owner** to be used, select the name of the library system (**sys** appears after the system name).

   - Select one or multiple libraries in the **Owner** box. To include all the branches, select the system level.
   - Select one or multiple suppliers in the **Supplier** box, or select **All** to view the subscriptions for all suppliers.
   - Select a status in the **Status** box, or select **All** to view the subscriptions without regard to status.
   - Select an option in the **Auto renew** box, or select **All** to view the subscriptions whether they are automatically renewed or not.
   - Select an expiration date range in the **From** and **To** boxes. To include all expiration dates, expand the date range.

   Related Information

   - [Renew subscriptions from Subscription List](#)
   - [Cancel a subscription](#)

Renew a Subscription from the Subscription Record

The subscription renewal process can automatically create purchase orders if your organization has set this option in Polaris Administration (see the *Serials Administration*

Guide).

To renew a subscription from the Subscription Record workform:

> **Note:**
> If you are not using subscription records, you can simply extend the subscription end date by typing a new date in the **End date** box in the publication pattern in the Serial Holdings Record, generate more issues, and receive them. See [Specify the publication pattern for a serial title](#). You can use an invoice with one line item to indicate the expenditure for the renewal.

1. Display the subscription in the Subscription Record workform:
2. Select **Tools, Renew** from the Subscription Record menu.
   - If the Polaris Administration Serials parameter **Create Purchase Order at subscription renewal** is set to **Yes,** the Renew Subscriptions dialog box appears with the **Create POs at Subscription Renewal** box checked. The **Order at** library is set to the default library. Click **Continue** to renew the subscription. For information on setting this parameter, see the *Serials Administration Guide*.
   - If the **Create Purchase Order at subscription renewal parameter** is set to **No**, the dialog box does not appear.

> **Tip:**
> You can clear the checkbox to renew the subscription without creating a purchase order.

The subscription is renewed. If your library chooses to create purchase orders upon renewal, a new purchase order is created with one line item per subscription record. The line item contains a segment for each unique combination of destination and collection from the subscription record's linked serial holdings records. If a purchase order was previously linked to this subscription record, the previous purchase order is closed.

Renew Subscriptions from Subscription List

To renew subscriptions from the Subscription List:

1. Select **Serials** > **Subscription List** from the Polaris Shortcut Bar.

The Subscriptions List appears.

2. Set the view of the Subscription List to display the subscriptions you want to renew. See [View the Subscription List](#).

3. Choose one of the following options:

   - To renew one or multiple subscriptions, select the subscriptions in the list, right-click, and select **Renew** from the context menu.
   - To renew all the subscriptions in the list, display the subscriptions that you want to renew using the filters, and select **Tools** > **Renew All** from the Subscription List menu.

The Renew Subscriptions dialog box appears.

The **Create POs at Subscription Renewal** box is checked if the parameter **Create Purchase Order at subscription renewal** is set to **Yes** in Polaris Administration (see the *Serials Administration Guide*). The **Order at** library is set to the default library.

> **Note:**
> You can clear the checkbox to renew the subscriptions without creating a purchase order.

4. Click **Continue** to renew the subscriptions.

The subscriptions are renewed, and the purchase orders are created, if you selected this option.

Cancel a Subscription

To cancel a subscription:

1. Display the subscription that you want to cancel in the Subscription Record workform or the Subscription List workform.

   > **Note:**
   > For information on using filters to view subscriptions on the Subscription List workform, see [View the Subscription List](#).

2. Do one of the following actions:

    - If you are canceling the subscription from the Subscription List workform, right-click the subscription you want to cancel, and select **Cancel** from the context menu.

    - If you are canceling the subscription from the Subscription Record workform, select **Tools, Cancel**.

    The Cancel Subscription dialog box appears.

3. To update the linked serial holdings records to one of these statuses, select **Update linked serial holding records**, and select **Completed** or **Not Currently Received**.

4. If there are purchase order line items linked to this subscription that you want to update to a status of Closed, select **Update linked purchase order line items**.

5. Click **OK**.

    The Print dialog box appears.

6. Click **OK** to print the cancellation notice to send to the supplier.

    When you cancel a subscription, the subscription status changes to cancelled, and you can change any linked serial holdings records' statuses to completed or not currently received, and any linked purchase order line items to cancelled. If there are funds encumbered on the linked purchase order line item, the funds are disencumbered.

Related Information

- Printing cancellation notices in batch - Select **Batch Print, Cancellation Notices** from the Serials menu.

- Cancellation notice information - The subscription cancellation notice text is set in the Polaris Administration Serials parameter **Notification: Subscription Cancellation Notice Text.** It includes the date of the cancellation notice; the subscription title, ISSN, and subscription identifier; the supplier's name, address, phone number, and account number; the name, address, and phone number of the subscription's owner.

Reopen a Subscription

To reopen a canceled subscription:

1. Open the canceled subscription in the Subscription Record workform.

   > **Tip:**
   > You can also reopen a canceled subscription from the Find Tool results list or from the Subscription List. Right-click the subscription, and select **Reopen from the context menu.**

2. Select **Tools, Reopen.**

   The Reopen Subscription dialog box appears.

3. To update the subscription holdings records, click **Update serial holdings records**, and select the status in the **Status** box.

4. Click **Continue** to reopen the subscription.

Checking In Serials

When you receive serial issues or standing order parts from the supplier, you check in the issue or part. You can check in any issue or part that has a status of Expected, Pending Claim, or Claimed.

If you set up a publication pattern in the Serial Holdings Record for the title, and you choose to generate issues or parts, they display in the Serial Check In workform. You can predict more expected issues or parts under this publication pattern from the Check In workform, and you can add issues or parts that arrive unexpectedly. When you check in a standing order part, you can either link to an existing bibliographic record or, if no title exists in the database, you can manually create a new bibliographic record.

You can check in serial issues and standing order parts from the Issue or Standing Order Part workform, the Check In workform, the Polaris Find Tool, and any linked list box that displays the issues or parts. Multiple issues can be checked in at once from the Find Tool or Check In workform.

If the **Generate Item Records at Check In** and the **Prompt for barcode at Check In** boxes are checked in the publication pattern, the barcode prompt appears, and you can scan in a barcode. The prompt may also include a box for the serial issue's price, if the **Enter unit price at serials check-in** parameter is set to **Yes** in Polaris Administration. The **Generate Item Records at Check In** may also be enabled without the **Prompt for barcode at Check In**. If this is done, an issue's linked item will be automatically generated behind the scenes.

> **Note:**
> During Serials check-in, if the System Administration Permission **Override invalid item barcode message: Allow** is enabled in Cataloging, an alert appears if an invalid item (format) barcode is scanned.

See also:

- [Check in issues/parts from the Check In workform](#)
- [Check in from the Issue/Standing Order Part](#)
- [Check in single or multiple issues from the Find Tool](#)

- [Check in issues from a linked list box](#)

- [Add a serial item from the Issue/Part workform](#)

- [Print a label for a serial issue or part](#)

- [Change serial label defaults](#)

- [Add irregular serial issues/parts at check-in](#)

- [Add a special issue/part at check in](#)

- [Delete single or multiple serial issues/parts](#)

- [Combine issues](#)

- [Uncheck in issues or standing order parts](#)

- [Change an issue or part's status](#)

- [Delete a serial holdings record](#)

Check In Issues/Parts from the Check In Workform

To check in serial issues or standing order parts from the Subscription or Standing Order Check In workform:

> **Note:**
> You can specify the default display of issues or parts in the Check In workform using the Polaris Administration Acquisitions/Serials parameter **Display of Issues on Check In**. See the *Serials Administration Guide*.

1. Select **Serials, Check In** from the Polaris shortcut bar.

   The Find Tool appears with **Check In Records** selected in the **Object** box.

2. Use the Find Tool to search for the serial title.

   A list of the standing orders or subscriptions appears in the results list.

3. Double-click the standing order or subscription Check In record.

   The Subscription Check In or Standing Order Check In workform appears.

   > **Tip:**
   > To expand the window, click and drag the lower right corner.

> **Note:**
> If you want to enter notes for staff regarding the serial title, such as change in the publication pattern, type in the Non-public **or** Non-public/warning notes fields. Use the scroll buttons to scroll through the notes. The notes are also updated in the Serial Holdings Record, but they do not display in the PAC. These notes are read-only if you do not have the permission Modify Serial Holdings Record.

4. Select one standing order part, or select one or more serial issues from the list.

> **Note:**
> You cannot check in multiple standing order parts at once.

5. Right-click and select **Check In** from the context menu.

   If you are checking in a standing order part, the Create Part Bibliographic Record dialog box appears. This dialog box does not appear when you check in a serial issue.

6. If you checked in a standing order part, complete the Create Part Bibliographic Record dialog box as follows:

> **Tip:**
> Do not use articles before title names, such as "The" or "A". For The Big Apple, enter: **Big Apple**. The linked MARC record automatically assigns to the Title information (245) the indicators **10** (one-zero).

   a. Link to an existing bibliographic record by clicking **Find** to search for and select an existing record, or enter the bibliographic record information in the fields (the minimum required is **Title**) to create a new bibliographic record.

   b. Click **OK**.

> **Note:**
> If you do not want this bibliographic record to display in the PAC, clear the **Display in PAC** checkbox.

   The bibliographic record is created and saved in the database with a status of Final.

> **Tip:**
> The **Unit price** field is read-only if the Polaris Administration

> Acquisitions/Serials parameter **Enter unit price at serials check-in** is set to **No**. The price will appear if it was set in the publication pattern, but it will be read-only. The cursor will go to the Item barcode field on the Create Item for Issue/Part dialog box where you can scan or type the barcode. See the *Serials Administration Guide*.

7. If the Create Item for Issue/Part dialog box appears, enter a unit price (if necessary), type or scan the barcode number, and click **OK**.

> **Note:**
> If the **Generate Item Records at Check In** box has been checked in the publication pattern, but not the **Prompt for barcode at Check In**, the Create Item for Issue/Part dialog box does not display, but an item is generated.

The issue or part is received, and the following status changes occur:

- The issue's or part's status is changed to Received.
- The status of both the serial holdings record and the linked purchase order line item (if one exists) changes to Currently Received.

Related Information

- Uncheck in - If you checked in an issue in error, you can undo the check in. See [Uncheck in issues or standing order parts](#).
- Printing serial labels - If the Polaris Administration Staff Client profile **Labels: Automatically generate labels for each SO and SUBS check-in** is set to **Yes**, labels are generated automatically when issues or parts are checked in. See [Print a label for a serial issue or part](#).
- Routing issues - If you are checking in a serial issue that is on a route list, a message asks if you want to print a route slip. See [Print a route slip](#).
- Turning price prompt on or off at check in - See the *Serials Administration Guide*.

Check in from the Issue/Standing Order Part

To check in from the Issue or Standing Order Part:

1. Use the Find Tool to search for and select the standing order part or serial issue you want to check in.

The Standing Order Part or Issue workform appears.

2. Select **Tools, Check In** from the menu.

   If you are checking in a serial issue, the check in is complete. However, you can create an item record for the serial issue if you circulate issues or track their in-house use statistics.

   If you are checking in a standing order part, the Create Part Bibliographic Record dialog box appears.

3. If you checked in a standing order part, complete the Create Part Bibliographic Record dialog box as follows:

   > **Tip:**
   > Do not use articles before title names, such as "The" or "A". For The Big Apple, enter: **Big Apple**. The linked MARC record automatically assigns to the Title information (245) the indicators **10** (one-zero).

4. Link to an existing bibliographic record by clicking **Find** to search for and select an existing record, or enter the bibliographic record information in the fields (the minimum required is **Title**) to create a new bibliographic record.

5. Click **OK**.

   > **Note:**
   > If you do not want this bibliographic record to display in the PAC, clear the **Display in PAC** checkbox.

   The bibliographic record is created and saved in the database with a status of Final.

   > **Tip:**
   > The **Unit price** field is read-only if the Polaris Administration Acquisitions/Serials parameter **Enter unit price at serials check-in** is set to **No**. The price will appear if it was set in the publication pattern, but it will be read-only. The cursor will go to the Item barcode field on the Create Item for Issue/Part dialog box where you can scan or type the barcode. See the *Serials Administration Guide*.

6. If the Enter Barcode dialog box appears, type or scan the barcode number, and click **OK**.

> **Note:**
> If the **Generate Item Records at Check In** box has been checked in the publication pattern, but not the **Prompt for barcode at Check In**, the Enter Barcode dialog box does not display. An item is generated at issue check-in.

The issue or part is received, and the following status changes occur:

- The issue's or part's status is changed to Received.

- The status of both the serial holdings record and the linked purchase order line item (if one exists) change to Currently Received.

Related Information

- Printing serial labels - If the Polaris Administration Staff Client profile **Labels: Automatically generate labels for each SO and SUBS check-in** is set to **Yes**, labels are generated automatically when issues or parts are checked in. See [Print a label for a serial issue or part](#).

- Routing issues - If you are checking in a serial issue that is on a route list, a message asks if you want to print a route slip. See [Print a route slip](#).

- Uncheck in - If you checked in an issue in error, you can undo the check in. See [Uncheck in issues or standing order parts](#).

Check in Single or Multiple Issues from the Find Tool

Checking in multiple issues from the Find Tool is useful if you are doing centralized check in. Sorting by the issue's designation (enumeration and chronology) lets you quickly identify the correct issue and check in multiple copies of the issue for various locations. To check in issues from the Find Tool:

> **Tip:**
> You cannot check in standing order parts from the Find Tool.

1. In the Polaris Find Tool, select **Issue records** in the **Object** box, select **Title** in the **Search by** box, select **Exact match (implicitly truncated)** in the **Type** box, and select **Designation** in the **Sort by** box.

2. Press **Enter** or click **Search**.

   The issues appear in the Find Tool results list sorted by designation.

> **Tip:**
> If the publication has a SICI barcode, you can scan it to locate the issue.

3. Select the issue or issues you want to check in, right-click, and select **Check-In** from the context menu.

> **Note:**
> If the serial holdings record is set to create item records and prompt for barcodes, a message box appears, and you can enter the barcode. If you are checking in multiple serial issues, the check in process pauses when a message box appears, and the issue is highlighted in the list. When you respond to the message, the check in process continues where it left off.

4. If the Enter Barcode dialog box appears, type or scan the barcode number, and click **OK**.

   The issue or issues are checked in.

Check In Issues from a Linked List Box

To check in a single or multiple issues from a linked list box that displays issues:

1. Display the linked list box with the issues listed.

> **Tip:**
> To sort the issues, click a column heading.

> **Example:**
> You could search for a serial holdings record in the Polaris Find Tool.
> Then, select the serial holdings record in the Find Tool results list, right-click, and select **Links, Issues/Parts**. If there are issues linked to the serial holdings record, they display in the linked list box.

2. Select the issue or issues you want to check in, right-click and select **Check In** from the context menu.

> **Note:**
> If the serial holdings record is set to create item records and prompt for a barcode, a message box appears, and you can enter the barcode. If you are checking in multiple serial issues, the check in process pauses when a

> message box appears, and the issue is highlighted in the list. When you respond to the message, the check in process continues where it left off.

3. If the Enter Barcode dialog box appears, type or scan the barcode number, and click **OK**.

The issues are checked in and their statuses change to Received.

Related Information

If a message tells you that the item barcode is invalid, you can continue saving the serial item if you have the cataloging permission **Override invalid item barcode message: Allow.**

Add a serial item from the Issue/Part workform

If you did not generate item records automatically at check in, you can add them from the Issue or Part workform.

> **Tip:**
> For information on creating item records at check in, see Check in issues/parts from the Check In workform.

To create an item record from the Issue or Part workform:

1. From the Issue or Part workform, select **Tools, Create Item**.

The Create Item for Issue/Part dialog box appears.

2. Type the unit price.
3. Type the barcode.
4. Click **OK**.

If the barcode is not recognized as a valid barcode for an item record, a message appears and you can continue creating the item record if you have the Cataloging permission **Override invalid item barcode message: Allow**.

If the barcode is valid, the message **Linked item record was generated successfully** appears in the status bar.

Print a Label for a Serial Issue or Part

A serial label placed on the outside of serial material assists in shelving and provides abbreviated information about the issue or part. You can print labels on sheets or on a continuous feed roll. For information on setting up serial labels, see the *Serials Administration Guide*. If you want to change the default label type or print options, select **Serials, Options** from the Polaris Shortcut Bar. See [Change serial label defaults](#).

To print a label for a serial issue or standing order part

1. Access one of the following workforms:
   - Subscription Check In
   - Standing Order Check In
   - Serial Issue
   - Standing Order Part

   Note:
   The dialog box for printing labels may automatically appear when you check in a serial issue or part.

2. If you are printing labels from the Subscription or Standing Order Check In work-form, select the issue or part for which you want to print labels.

   Tip:

   Click or press **Ctrl+Alt+L** to print a single label, or click or press **Ctrl+Alt+M** to print multiple labels.

3. Select **File, Label Request** and select one of the following options:
   - **Single Label**
   - **Multi-Label**

   If you selected **Multi-Label**, the Insert Multiple Label dialog box appears.

4. If you are printing multiple labels, type the number of labels you want to print in the **Number of labels to insert** box, and click **OK**.

   Note:
   If you selected **Single Label**, no dialog box appears, and the single label is printed.

The message **Labels requested** appears in the status bar, and the labels are printed.

Change Serial Label Defaults

The defaults for serial labels are set up using profiles in Polaris Administration (see the *Cataloging Guide*). However, you can change these defaults from the Serials menu using the Serials Options dialog box. Once you have made changes using this dialog box, the defaults are set for your login.

To change the serial label defaults:

1. Select **Serials, Options** from the Polaris shortcut bar.

   The Serials Options dialog box appears.

2. Select the type of label to use for serials labels in the **Label Type** box.

   If you want Label Manager to open with serial labels, select **Open Label Manager using this default**.

3. Select the method for printing serials labels in the **Print Method** box.

4. Click **OK**.

   The serials labels defaults are updated for your user login.

Add Irregular Serial Issues/Parts at Check-In

The arrival of most serial issues or parts can be predicted using the publication pattern in the serial holdings record. However, some serial issues or parts cannot be predicted because their publication pattern is too irregular or complex to accurately predict an expected arrival date. For the irregular serials, you can manually add issue/part records in advance of the expected arrival of the physical piece:

To add a subscription issue or standing order part for an irregular publication pattern:

1. Display the Subscription Check In workform or the Standing Order Check In workform for the serial to which you want to add an issue or part.

2. Select **Tools** > **Add Issue/Part**.

   If there is more than one publication pattern associated with this serial title, a dialog box lists the publication patterns.

3. If the Publication Patterns dialog box appears, select the publication pattern for the serial issue or standing order part, and click **OK**.

> **Tip:**
> You can wait until you check in the part to create the bibliographic record. The Create Part Bibliographic Record dialog box appears automatically when you check in the part. See <u>Check in issues/parts from the Check In workform</u>.

4. If you are adding a standing order part, and you know the bibliographic information, select **Tools, Add Bibliographic Record,** and enter the information in the Create Part Bibliographic Record dialog box.

5. Click **OK**.

6. Select **File** > **Save**.

   The Serial Issue or Standing Order Part workform appears.

7. Enter the enumeration of the new issue in the value column of the Enumeration levels boxes in the Issue/Part workform.

8. Enter the chronology of the new issue in the value column of the Chronology levels boxes.

   The **Chronology date** displays the selected chronology levels.

> **Note:**
> The read-only **Chronology date** in the Issue or Part workform is the internal chronology date Polaris uses for displaying the issue or part in the correct order in the PAC. The chronology date always displays as MM/DD/YYYY format, whether or not all three levels of chronology are defined in the publication pattern. The chronology date uses the year selected in the first level of chronology if it is selected, or the current year if the year is not selected. If the month and day are not defined, the chronology date uses the month and day from the publication pattern's start date.

9. If needed, change the date in the **Expected arrival date** box.

> **Tip:**
> Public notes display in the PAC. For example: **This issue does not circulate.**

10. Select **View** > **Notes** to display the Notes view.

11. Type notes in the **Public, Non-public**, or **Non-public/warning** boxes that relate to this specific issue.

12. Select **File** > **Save**.

The new issue record is added to the Serial Check In issues or parts list with a status of Expected.

13. If the record was added because the issue has arrived, check in the issue by selecting **Tools** > **Check-In** before closing the Serial Issue workform.

Add a Special Issue/Part at Check In

You may receive a special issue or part of a serials title that has the same name as the serials title but is published outside of the usual publication pattern. In this case, you can add the issue or part at check in. To add a special issue or part:

> **Note:**
> Serial issues display in the PAC according to the retention information in the serial holdings record and the most-recently checked in issue, including special issues. For example, if the serial holdings record specifies that issues will be retained for one year, and the special issue is checked in a year after all the other issues were checked in, only the special issue will be displayed in the PAC. The retention information can be changed in the linked serial holdings record. See Displaying Serial Titles in the PAC.

> **Tip:**
> For special issues that follow the publication pattern, but have a different title than the title in the serial holdings record, see Predict issues/parts with different titles.

1. Right-click a pattern on the Serial Holdings Record workform.

The context menu appears.

2. Select **Add issue/part** from the context menu.

The new issue or part displays in the Issue or Part workform. It contains the captions and category from the linked pattern, a status of Expected, and information from the Serial Holdings Record.

3. Type a value for each level of enumeration and chronology.

> **Note:**
> The read-only **Chronology date** in the Issue or Part workform is the internal chronology date Polaris uses for displaying the issue or part in the correct order in the PAC. The chronology date always displays as MM/DD/YYYY format, whether or not all three levels of chronology are defined in the publication pattern. The chronology date uses the year selected in the first level of chronology if it is selected, or the current year if the year is not selected. If the month and day are not defined, the chronology date uses the month and day from the publication pattern's start date.

4. Type or select an expected arrival date in the **Expected arrival date** box.

5. Select **File** > **Save** to save the issue.

6. Check in the issue, following the steps in [Checking In Serials](#).

> **Note:**
> If the second level of enumeration in the publication pattern indicates the enumeration restarts after a certain number of issues, you will get a warning message if the issue you are adding exceeds that number. For example, the publication pattern is for a quarterly and the second level of enumeration indicates the numbering restarts after 4 issues. You receive an extra issue that you want to be issue number 5. You can save this issue, but you will receive a warning message that says: "This issue's enumeration contains a value greater than 4. Do you want to continue saving this issue?"

Delete Single or Multiple Serial Issues/Parts

If you have the required Serials permissions, you can delete serial issues and standing order parts that are no longer retained by your library, regardless of their status. When you delete a received serial issue or standing order part that is linked to an item record, the linked item record is automatically deleted if you also have the Acquisitions

permission **Allow Create and delete item records from acquisitions and serials** and the item can be deleted. See the *Serials Administration Guide* for more information on the permissions required for managing serial issues and parts.

> **Tip:**
> You can also delete serial issues or parts automatically when a serials item is deleted in Cataloging. If the Polaris Administration Acquisitions/Serials parameter **Delete linked serial issue/part when serial item is deleted** is set to **Yes**, the issue or part is automatically deleted whenever a serial item is deleted.

You can delete a single or multiple issues or parts at once from the Check In workform, the Find Tool results list or from linked list boxes that display the issues or parts. You can delete a single issue or part from the Issue or Part workform.

To delete a subscription issue or standing order part, regardless of its status:

1. Do one of the following actions:
   - From the Issue or Standing Order Part workform, select **File**, **Delete**, click the Delete button, or press **CTRL+D**.
   - From the Find Tool results list, select the issues or parts, right-click and select **Delete**.
   - From a linked list box that displays issues or parts, select the issues or parts, right-click and select **Delete**.
   - From the Subscription or Standing Order Check In workform, select the issues or parts, right-click, and select **Delete**.

   A message asks you to confirm the deletion.

2. Click **Yes** to continue deleting the issues or parts.

> **Note:**
> If you are deleting multiple issues at once, the applicable messages appear for each of the issues to be deleted. The process pauses until you respond to the message, and the issue or part is highlighted where the process stopped. See Possible Messages When Deleting Issues or Parts

The issues or parts are deleted and any linked item records are also deleted, unless there are conditions that prevent their deletion. The items may be marked for deletion but retained in the database if your library retains deleted items until a purge process is run.

Possible Messages When Deleting Issues or Parts

When you are deleting issues or parts, the following types of messages may appear:

> **Note:**
> Each message displays the title of the issue or part you are attempting to delete, its destination branch abbreviation, and its designation (enumeration and chronology).

- You cannot delete the issue because the linked item's status or links to other records prevent it from being deleted. To delete the issue, you must first change the item's status or links.

- Retention settings in the linked serial holdings record indicate the issue is retained. You can click **Yes** to continue deleting the issue/part.

- No other records are linked to the bibliographic record. If there are no other item records linked to this bibliographic record, a message asks you to confirm that you want the **Display in PAC** checkbox to be cleared in the bibliographic record. You can click **OK** to clear the **Display in PAC** checkbox in the linked bibliographic record and continue.

- There are route list records linked to the issue. You can click **OK** to continue.

Combine Issues

Sometimes publishers deviate from a normal publication pattern and produce a combined issue. You can combine issues when this deviation from the established publication pattern happens once. If the publication will regularly include this combined issue, you should modify the publication pattern (see Set up the serial publication pattern regularity).

> **Note:**
> Only expected issues, not parts, can be combined.

To combine expected issues:

1. Display the Subscription Check In workform that contains the expected issues you want to combine.

2. Select the two expected issues you want to combine.

> **Tip:**
> The two issues must be linked to the same publication pattern to be

combined. If they are not linked to the same publication pattern, an error message appears, and the issues are not combined.

3. Select **Tools, Combine issues** from the menu, or right-click and select **Combine issues** from the context menu.

   The Combine Issues dialog box appears.

4. Select **Enumeration**, **Chronology**, or **Both** in the **Combine** box. If the combined issue is for supplements or indexes, modify the title information for the new combined issue.

5. Update the notes information in the **Public**, **Non-public**, **Non-public/warning** fields.

6. Click **OK** to combine the two issues.

   The original two issues are deleted, and the expected combined issue appears on the Subscription Check In workform.

   Note:
   When two issues are combined, the resulting issue takes the chronology date from the earlier issue, and the expected arrival date is calculated based on the earlier issue's chronology date.

Uncheck In Issues or Standing Order Parts

Sometimes a serial issue or standing order part is mistakenly checked in for the wrong title. In these cases, you can reset the status of an issue or part record from Received to Expected, thus "undoing" check-in. Undoing the check-in for issues and parts automatically deletes any serial item records which may have been created at check-in.

To uncheck in issues:

1. Open the Subscription Check In or Standing Order Part Check In workform for the serial title and copy that need resetting.

2. If the received issues or parts do not display in the Check In workform, select **Received** in the **Issue/part status** box above the list.

   Tip:
   You can press **CTRL** and select multiple issues or parts.

3. Select the issue or part with a Received status in the Issues list.

4. Select **Tools, UnCheck In**, or right-click and select **UnCheck-In** from the context menu.

   The issue or part's status reverts to its status before it was checked in (Expected, Claimed, Pending Claim, Not Available, or Never published).

   Any serial item records automatically created as a result of check-in are deleted unless there are conditions that prevent their deletion.

Change an Issue or Part's Status

If you did not receive an issue as expected and the publisher informs you that the issue or part cannot be supplied, you can change the status from Expected to Never published or Not available. If you have the **Display of Issues on Check In** Acquisitions/Serials parameter set to exclude these statuses from display, these issues will not display in the Check In workform, but they are retained for statistical purposes. See the *Serials Administration Guide*.

To change a serial issue or part's status:

1. Select the issue or part and select **Open**.

   The Issue or Part workform appears.

2. Select the status in the **Status** box.

   The drop-down list of statuses appears.

3. Select the status for the issue or part, and select **File** > **Save**.

   The issue or part is saved with the new status you selected.

Delete a Serial Holdings Record

If you no longer need a serial holdings record, you can delete it, but you must first delete all linked issues or parts. See Delete single or multiple serial issues/parts. To delete a serial holdings record:

1. On the Serial Holdings workform, select **File, Delete** or click the Delete button.

   A message asks if you want to permanently delete the record.

2. Select **OK**.

- If all linked parts or issues have a status of Expected, the serial holdings record is deleted and all linked issues or parts are also deleted.
- If there are linked issues or parts with a status of Never published or Not available, a warning message appears, but you can delete the serial holdings record.

The serial holdings record is deleted if no issues or parts are linked to it.

Claiming in Serials

An issue or part may be claimed if it does not arrive when expected, it arrives damaged, or the wrong issue is received. To set up claiming, you enter the claiming data in the Supplier record, and the data is copied automatically to the Serial Holdings records linked to this supplier. You can change the claiming data in the Serial Holdings record, and add more claiming intervals beyond those in the Supplier record.

You can set up manual or automatic claiming, and you can specify the claim notification method and text in Polaris Administration. See the *Serials Administration Guide*.

If you select manual claiming, issues or parts go to Pending claim status (via overnight processing), and they remain pending on the Claim Alert List until you claim the issue or part. When you claim the issue or part from the Claim Alert List, the issue or part's status changes to Claimed. As each issue or part is claimed manually, a notice is generated as an e-mail or printable notice, depending on how you set the notice method in Polaris Administration.

If you select automatic claiming, issues or parts change to a Claimed status via overnight processing. The claim notices are generated automatically as e-mail or printable notices, depending on your claiming notification method.

When the claiming method is set to e-mail, the e-mail notices are generated (either by automatic or manual claiming), and they are sent out by the e-mail manager. When the claiming method is set to print, the notices are also generated, but you must print the notices by going to **Utilities, Reports and Notices**. See Print a claim notice.

See also:

- Entering Serials Claiming Information
- Claiming Issues or Parts

Entering Serials Claiming Information

You enter serials claiming criteria and the claiming notice address in the Supplier workform. The claiming criteria are copied to the Serial Holdings Record workform for

any linked serial holdings records. If needed, additional claiming intervals can be added in the Serial Holdings Record workform.

See also:

- [Enter serials claiming information in the Supplier workform](#)
- [Enter claiming criteria in the serial holdings record](#)
- [Claim issues/parts from the Claim Alert List](#)
- [Claim from the Serial Issue/Part workform](#)
- [Print a claim notice](#)

Enter Serials Claiming Information in the Supplier Workform

To enter claiming information in the Supplier workform:

1. On the Supplier Record workform, select **View** > **Claims** or select ▦ .

   The Claims view appears.

2. Type the number (1-5) in the **Maximum claims** box to indicate the number of claims that you want to go to the supplier.

   > **Note:**
   > You can send more than five claims for serial issues/parts. Enter the five claiming intervals in the Supplier record, and add more claiming intervals on the Serial Holdings record.

3. In the **days after release/expected** box, type the number of days you want to elapse between when a serial issue is expected and the time when the first claim is generated.

4. Enter the claim cycle information as follows:
   a. Type a number in the **1st claim** box to indicate the number of days that must pass after the first claim is generated before the second claim is generated.
   b. Type a number in the **2nd claim** box to indicate the number of days that must pass after the second claim is generated before the third claim is generated.
   c. Type a number in the **3rd claim** box to indicate the number of days that must pass after the third claim is generated before the fourth claim is generated.
   d. Type a number in the **4th claim** box to indicate the number of days that must pass after the fourth claim is generated before the fifth claim is generated.

> **Note:**
> The cancel information is not relevant for claimed serial issues because individual issues are not canceled. Rather, the whole subscription may be canceled or not renewed.

5. Select **Claim notice** if you want claim notices to be sent.

6. If you have selected the **Claim notice** box, select the **Notice method**.

> **Note:**
> If **Supplier Preference** is selected in the **Notification method** box in Notification options in Polaris Administration, the notice method you set in the Supplier record will be used to send a claim notice. See the *Serials Administration Guide*.

7. Select **File** > **Save** to save the record.

   The claiming data is filled in for any serials holdings records that are linked to this supplier record. You can change the claiming information in the serial holdings records, or you can add more claiming intervals beyond the five in the supplier record. See Enter claiming criteria in the serial holdings record.

Related Information

Printing Serial Claim Notices - If you have selected **Print** for the notice method in the Supplier record and the notification option in Polaris Administration is set to **Supplier Preference** or **Print**, you can print claim notices. See Print a claim notice.

Enter Claiming Criteria in the Serial Holdings Record

To add claiming information in the Serial Holdings Record workform:

1. Open the Serial Holdings Record workform.

> **Note:**
> If you are creating a new serial holdings record, see Create a serial holdings record.

2. Select **View** > **Orders.**

   The Serial Holdings Record, Orders view appears.

3. Link to the purchase order and/or subscription record, if applicable. See Enter order data for a serial holdings record.

> **Note:**
> It is not necessary to have a linked purchase order or subscription record to do serials claiming.

4. If the supplier's name and SAN fields are not already filled in, click **Find** to search for and select the supplier for the serials title.

    The supplier's name and SAN are filled in, and the claiming information for the basic bibliographic unit appears in the lower right corner of the workform. Up to five claiming intervals can be defined in the Supplier record for the basic bibliographic unit. You can define more claiming intervals for the basic bibliographic unit or enter claiming data for the serial title's index or supplement on the Serial Holdings Record workform.

5. Under **Claim Setup**, type the vendor's identification number for the subscription in the **Subscription ID** box. This number is printed on the claim notice.

6. Click **Add** if you want to add more claims to the claiming data in the supplier record.

    The Add Claim Interval dialog box appears.

7. Select the type of publication in the **Category** box, type the number of days between the last claim and the next claim in the **Interval** box, and click **OK**.

    When a serial issue is not received by the number of days in the **Days after released/expected arrival** box in the Supplier record, the claiming cycle begins. When the claiming cycle has passed without receipt of the issue or part, the serial issue appears on the Claim Alert List unless you have chosen automatic claiming.

    If your library has chosen automatic claiming, notices are generated and they are e-mailed automatically (if you have selected e-mail as your notice method), or you can print them in a batch.

> **Tip:**
> All e-mail notices are sent automatically according to the schedule for the SQL Server job Notice Processing. This includes overdue, billing, fine, hold request, reminder, routing, and claim notices.

Related Information

- "Set up claiming notification" in the *Serials Administration Guide*
- [Print a claim notice](#)

Claiming Issues or Parts

If your library does not claim serial issues and parts automatically, you can generate claims from the Claim Alert List or from the Issue or Part workform. When you make a claim manually, the notice is generated and you can print it or e-mail it.

> **Note:**
> For more information on setting serials claiming to manual or automatic, see the *Serials Administration Guide*.

See also:

- [Claim Issues/Parts from the Claim Alert List](#)
- [Claim from the Serial Issue/Part Workform](#)
- [Print a Claim Notice](#)

Claim Issues/Parts from the Claim Alert List

To claim serial issues/parts that appear on the Claim Alert List:

> **Tip:**
> Use the **Organizations** and **Status** boxes to filter the Claim Alert List. To see more claims, drag the lower right-hand corner of the Claim Alert List window. Expand the columns by dragging the borders of the column headings.

1. Select **Serials, Claim Alert List** from the Polaris shortcut bar.

   The Claim Alert List appears.

   > **Note:**
   > The Claim Alert List shows serial issues or parts that are eligible to be claimed. If you select Claim Alert List from the Acquisitions menu, you will see the purchase order line items that are eligible to be claimed. You can also see the purchase order line items information if you change the record type.

> **Tip:**
>
> Click on the menu bar to claim all items, or click this icon in the list bar to claim selected line items.

2. Right-click the issue or part for which you want a claim to be sent to the supplier, and select **Claim** from the context menu.

> **Note:**
>
> You can also claim all the issues/parts that appear on the Claim Alert List by selecting **Tools, Claim** from the menu bar on the Claim Alert List.

The issue or part record is updated, and the claim history appears in the bottom of the Issue or Part workform. You can double-click the issue or part in the Claim Alert List to go to the Issue or Part workform.

3. If you selected **Print** as your notice method, the notice is generated, but you need to print it. See Print a claim notice.

If you selected email as your notice method, the claim notice will be emailed automatically according to the schedule for the SQL Server job, Notice Processing. All email notices (overdue, billing, fine, hold request, reminder, routing, and claim) are handled by this job. See the *Administration Guide*.

Related Information

Selecting claiming notification methods - See the *Serials Administration Guide*.

Claim from the Serial Issue/Part Workform

If you did not select **Automatic claiming**, you can manually generate claims from the issue or part record. You can search for issues or parts by title and limit by the status of Pending Claim to find specific issues.

To claim from the Serial Issue or Part workform:

1. Open the Serial Issue or Serial Part workform for the issue or part that is eligible to be claimed.

2. Select **Tools** > **Claim** or click .

A message asks if you are sure you want to claim the issue or part.

3. Click **OK**.

The claim data is recorded in the Claims view of the Issue or Part workform under **Claim History**. A claim notice is generated and sent to the supplier via e-mail, if you have set up the notice method as **E-mail**. If your claim notice method is set to **Print**, you can print the notice.

Related Information

- Selecting claiming notification methods - See the *Serials Administration Guide*.
- Printing a claim notice - See [Print a claim notice](#).

Print a Claim Notice

To print a claim notice:

> **Tip:**
> Claim notice options are set in Polaris Administration. See the *Serials Administration Guide*.

1. Select **Utilities, Reports and Notices**.

   The Polaris Reports dialog box appears.

2. Select **Notices, Serials, Serial Claim Notice**.

   The Parameters dialog box appears.

3. Select the organization for which you want to print notices and the date range (**Start date** and **End date**) to indicate the notices you want to print.

   > **Notes:**
   > If you do automatic claiming and print claim notices, all the automatically-generated claim notices will be printed for the date range you specified.
   > If your serials claiming is centralized, set up notification at the system level. If your serials claiming is decentralized, set up notification at the library or branch level.

   The Print Preview dialog box appears with the claim notices displayed.

4. Select **File** > **Print** to print the notice.

   You can fax or mail the claim notices to the serials supplier.

   > **Note:**
   > The Subscription ID is printed on the claim notice if you entered it on the

Orders view of the Serial Holdings record. This ID is the vendor number for the subscription.

Routing Serial Issues

When you check in a serial issue, you can print a route slip to attach to the issue if you want to route it to several people. In order for a route slip to print, the serial holdings record, or individual issue must be associated with a route list.

The default printer attached to the workstation where you are doing serials check in determines the type of route slip that is printed. If the default printer is a receipt printer, a standard type of route slip is printed on a 3.5 inch receipt slip. If the default printer is not a receipt printer, the route slip prints on an 8.5 x 11 sheet.

> **Note:**
> If you print route slips on a receipt printer, you cannot customize the text that appears on the slip.

Your Polaris Administrator can set up route lists defaults, and you set up the route lists in Serials using the Route List workform:

- Route list defaults profile - Your Polaris Administrator can set up the Route List defaults profile to specify the defaults such as the text to appear on route slips, the issue details (title, designation, collection, etc.) and the print method (batch or automatic). See the *Serials Administration Guide*.

- Route List workform - Use this workform to specify the names of the people to whom the issue will be routed and link the serial titles (serial holdings records) or specific issues that you want routed. For information on setting up route lists, see the *Serials Administration Guide*.

> **Note:**
> If you want a notice sent to people on the route list that the issue is being routed to them, you can set up routing notices in Polaris Administration. See the *Serials Administration Guide*.

See also:

- [Creating Route Lists](#)
- [Printing Route Slips](#)

Creating Route Lists

A route list includes the serials to be distributed, the people to whom the serials are distributed, and the time period for which the serials are to be routed. You can add specific issues to a route list, or you can add a serial holdings record to a route list so that each issue of the serials title is routed as it is checked in.

Your Polaris administrator can set up default values for your library's route slips. See the *Serials Administration Guide*. The values can be changed when you change individual route lists, but the default settings remain unless they are changed in Polaris Administration.

See also:

- [Create a route list](#)
- [Add members to a route list](#)
- [Add a serial holdings record or an issue to a route list](#)
- [Copy a route list](#)

Create a Route List

To create a route list:

1. Select **File** > **New** from the Polaris shortcut bar.

   The New dialog box appears.

2. Select **Route List**, and click **OK**.

   The Route List workform appears.

3. Type a name for the route list in the **Name** box.

4. Select the library or branch in the **Owner** box.

5. Select **View, Route Slip** from the menu.

   The Route Slip view appears.

   > **Important:**
   > If you print route slips on a receipt printer, only the Return by date (calculated from the Route Period), the title and designation of the issue, and the list of names appear the route slip. If you print route slips on 8.5 x

> 11 sheets of paper, the route list name, owner, return by date, home location, return instructions, and header and footer are printed.

6. Indicate the time period for which you want the piece routed by typing a number and selecting **Days** or **Weeks** in the **Route Period** boxes. The **Return by** date on the route slip is calculated using this route period.

> **Example:**
> If you enter 5 days and the issue is checked in on March 1, 2016, the route slip will print with Return by: 3/6/2016. (The date may display differently depending on your regional settings.)

7. Add the people to whom you are routing the serials (see Add members to a route list).

8. Add the serial holdings records for the titles you want to route, or add a specific issue (see Add a serial holdings record or an issue to a route list).

> **Tip:**
> When you add a serial holdings record to the route list, all issues can be routed. When you add a specific issue, the one issue can be routed.

9. If you do not use a receipt printer to print route slips, you can enter additional information to print on the 8.5 x 11 route slip:

- Select the library where you want the issue returned in the Home location box.
- Type instructions in the **Return Instructions** box.
- Type text to appear in the header and footer of the route slip in the **Header** and **Footer** boxes.

Related Information

Print a route slip

Add Members to a Route List

To add the people to whom the piece will be routed:

1. Display the route list in the Route List workform.

2. Click ⊡ in the Members frame.

   The New Route List member dialog box appears.

> **Tip:**
> You can type the patron's name (last name, first name) in the **Route to** box and use the accelerator keys **SHIFT+ALT+F** keys to quickly initiate the search for the patron.

3. Click **Find** to search for and select the patron to whom you want to route the issue.

> **Note:**
> To route to someone who is not a registered patron, type the person's name in the **Route to** box.

4. Type any notes you want to include regarding the member.
5. Click **OK**.

   The member is added to the route list.

Related Information

- Remove a member - Select a member in the route list, right-click, and select **Remove** or click ▭ .
- Change a member note - If a note appears next to the member's name, you can change it by double-clicking on it and editing it.
- Change the member order - Select a member in the route list, right-click and select **Move Up** or **Move Down**, or click the up or down arrow ⬆ ⬇ .

Add a serial holdings record or an issue to a route list

To add a serial holdings record or an issue to a route list from the Route List workform:

> **Tip:**
> You can search for an issue using the Find Tool, and add it to a route list by right-clicking and selecting **Add To Route List**. You can remove an issue from a route list by selecting **Remove From Route List**.

> **Note:**
> You can add an issue to a route list when you check it in. Then, you can either print the individual route slip or print route slips in a batch. (See [Print a route slip](#).)

1. Display the route list in the Route List workform.

2. Click ⊞ in the Pieces frame.

   The Find Tool appears.

   > **Tip:**
   > You can also add a serial holdings record to a route list by selecting
   > **Tools, Add to Route List** on the Serial Holdings Record workform.

3. Use the Find Tool to search for the serial holdings record or specific issue you want to add to the route list.

   > **Note:**
   > If you select a serial holdings record, all issues for this title can be routed.
   > If you select an issue, only the specific issue can be routed.

4. Double-click the serial holdings record or issue, or right-click and choose **Select** to add it to the route list.

Copy a Route List

When you copy a route list, the members are copied and remain in the same order, but the serial holdings records or issues are not copied to the new route list. To create a route list by copying an existing route list:

1. Display the route list in the Route List workform.

2. Select **File** > **New** from the menu.

   The New Route List dialog box appears.

3. Select **Copy Existing Workform**, and click **OK.**

   The Route List workform appears with the same member names and information, but without any issues.

4. Type a name for the new route list over the existing name.

   The new route list must have a different name or owner.

5. Add issues to the route list. See <u>Add a serial holdings record or an issue to a route list</u>.

6. Change the member list, if necessary, as well as other information on the Route

List workform.

7. Select **File** > **Save**.

The new route list is saved with the following copied data:

- **Route List Name**
- **Owner**
- **Header**
- **Footer**
- **Home Location**
- **Return Instructions**
- **Route Period**

Printing Route Slips

You can print route slips to attach to issues that are routed to staff members or other individuals. Route slips are printed on a receipt printer if a receipt printer is the default printer for the workstation. If a regular printer is set as the default printer, the route slips are printed on 8.5 by 11 inch paper.

> **Note:**
> To print route slips, the issue or part must be associated with a route list.
> See the *Serials Administration Guide*.

See also:

- [Print a route slip](#)
- [Return a routed issue](#)

Print a Route Slip

To print a route slip:

> **Note:**
> If the issue/part does not have a route list associated with it, you can select **Tools, Add to route list** on the Issue, Part, or Check In workform. Or, right-click on the issue/part in the Find Tool results list and select Add

to route list. The Find Tool appears with Route List selected. Search for and select the route list that you want to associate with the issue/part.

1. Display the Check In workform for the issue you want to route.

   Tip:
   You can also select the issue from the Find Tool results list, right-click and select **Check in**. The issue is checked in and the route slip is printed.

2. Select the issue to check in, double-click it or select **Tools, Check in**.

   The issue is checked in and the route slip is printed if the print method in the Polaris Administration profile **Route list defaults** is set to **Automatic**. If the print method is set to **Batch**, the route slip is sent to a batch file that you can print by selecting **Serials, Batch Print, Route Slip**.

   Note:
   The example below shows a route slip printed on a receipt printer. Only the title of the issue, the list of people to whom the issue is routed, and the return by date is printed. If you do not use a receipt printer, more information may appear on the route slip depending on what is set in the Route List workform. See Create a route list.

```
Route Slip


Against the grain: linking publishers, vendors
and librarians
v. 20 # 4 (September 2012)

| | S. Temple
| | T. Parker
| | A.J. Smith
| | E. Mancuso
| | T. Johnson


Return by: 11/7/2012
```

Related Information

- Route list setup - Route lists define the names on the route slip, the titles to be routed, the time period for which the issues are routed, and other information. For information on setting up route lists, see Creating Route Lists.
- Route list defaults - Your system administrator can set up defaults for all the route lists for your organization. See the *Serials Administration Guide*.

- Item records linked to routed issues - If a routed issue is linked to an item record, the item's circulation status is **Routed**. If you try to check out a routed item, you will receive an error message. Check the item in to change its circulation status from **Routed** to **In**, and then check it out. Or, go to the Notes view on the linked Issue record and change the issue's status to **Returned** or blank. The item record's circulation status will be changed to **In**.

Return a Routed Issue

When a routed issue is returned and there is no linked item record to check in, you must change the issue's status manually from the Issue Record workform or from the Route List workform. If there is an item record linked to the routed issue, you can check in the item record and the status of the linked issue will change to Returned. To change an issue's status from **Routed** to **Returned**:

1. Open the Issue Record workform for the issue you want to change, and select **View**, **Notes** or click to go to the Notes view.
2. Select the route list, and double-click **Route Status** to display the options.
3. Select **Returned** to change the issue's status from **Routed** to **Returned**.

Serials Shortcut Keys

These charts list keyboard shortcuts you can use with Polaris serials workflows.

- General

- Print

- Serial Holdings Record

- Route List Workform

- Subscription Record

- Check In

- Issue Record

General	
FUNCTION	**KEYS**
Workform help	**F1**
Open record	**CTRL+O**
New dialog box	**CTRL+N**
Close workform	**ALT+F4**
Delete	**CTRL+D**
Save record	**CTRL+S**
Properties	**F8**
Refresh	**F5**
Previous tag	**CTRL+up arrow**

Print	
FUNCTION	**KEYS**

Print	
Print current view	**CTRL+P**
Print current list view	**CTRL+SHIFT+P**

Serial Holdings Record	
FUNCTION	**KEYS**
Create new pattern	**CTRL+SHIFT+N**
Delete a pattern	**CTRL+SHIFT+D**
Open a pattern	**CTRL+SHIFT+O**
Pattern options	**CTRL+SHIFT+M**
Print pattern list	**CTRL+SHIFT+P**
Close a pattern	**CTRL+SHIFT+C**

Route List Workform	
FUNCTION	**KEYS**
Open a piece	**CTRL+E**
Print a route slip	**CTRL+R**
Print a list of pieces	**CTRL+SHIFT+P**
Add a new member	**CTRL+A**
Move member up	**CTRL+U**
Move member down	**CTRL+D**
Open a member	**CTRL+M**

Subscription Record	
FUNCTION	**KEYS**

Subscription Record	
Print a list	**CTRL+SHIFT+P**
Add a serial holding	**CTRL+A**
Remove a serial holding	**CTRL+I**
Delete a serial holding	**CTRL+D**
Serial holdings properties	**ALT+F8**
Renew a subscription	**CTRL+R**

Check In	
FUNCTION	**KEYS**
Print a single label	**CTRL+ALT+L**
Print multiple labels	**CTRL+ALT+M**

Issue Record	
FUNCTION	**KEYS**
Print a single label	**CTRL+ALT+L**
Print multiple labels	**CTRL+ALT+M**

Glossary

0

006 field

Fixed-length Data Elements - Additional Material Characteristics: This field contains 18 character positions (00-17) that provide for coding information about special aspects of the item being cataloged that cannot be coded in field 008 (Fixed-Length Data Elements). It is used in cases when an item has multiple characteristics. It is also used to record the coded serial aspects of nontextual continuing resources. The field has a tree structure, whereby the code given in 006/00 (Form of material) determines the data elements defined for subsequent character positions. Except for code s (Serial/Integrating resource), the codes in field 006/00 correspond to those in Leader/06 (Type of record). For each occurrence of field 006, the codes defined for character positions 01-17 will be the same as those defined in the corresponding field 008, character positions 18-34. Configurations of field 006 are given in the following order: books, computer files/electronic resources, maps, music, continuing resources, visual materials, and mixed materials.

007 field

Physical Description, Fixed Field - This field contains special information about the physical characteristics in a coded form. The information may represent the whole item or parts of an item such as accompanying material. The data elements in field 007 are positionally defined and the number of character positions in field 007 depends upon the code contained in 007/00. Character position 00 contains a code that identifies the category of material. The fill character (|) is not allowed in this position. The fill character may be used in any other character position when the cataloging agency makes no attempt to code the position. The categories of material for which field 007 is applicable in bibliographic records are presented in the following order in the field description: map, electronic resource, globe, tactile material, projected graphic, microform, non-projected graphic, motion picture, kit, notated music, remote-sensing image, sound recording, text, videorecording, and unspecified.

008 field

Fixed-length Data Elements - General Information This field contains 40 character positions (00-39) that provide coded information about the record as a whole and about special bibliographic aspects of the item being cataloged. These coded data elements are potentially useful for retrieval and data management purposes. The data elements are positionally defined. Character positions that are not defined contain a blank (#). All defined character positions must contain a defined code; for some field 008 positions, this may be the fill character (|). The fill character may be used (in certain character positions) when a cataloging organization makes no attempt to code the character position. The fill character is not allowed in field 008 positions 00-05 (Date entered on file). Its use is discouraged in positions 07-10 (Date 1), 15-17 (Place of publication, production, or execution), and the 008 position defined for Form of item (either position 23 or 29 depending upon the 008 configuration). Character positions 00-17 and 35-39 are defined the same across all types of material, with special consideration for position 06. The definition of character positions 18-34 was done independently for each type of material, although certain data elements are defined the same in the specifications for more than one type of material. When similar data elements are defined for inclusion in field 008 for different types of material, they occupy the same field 008 character positions.

A

added entry

A secondary entry to the main entry in a MARC record.

approval plan

An arrangement with a publisher or vendor to send materials automatically. With an approval plan, it is not necessary for the library to order each title individually, and titles that are not considered appropriate may be returned by the library. An approval plan with a vendor is usually an agreement that the library will receive current imprints selected for the library on the basis of a detailed profile.

ASN (Advanced Shipping Notice)

An advance shipping notice or advance ship notice (ASN) is an electronic notification of pending shipments that is provided by a supplier after an EDI order is received and processed. If the supplier has the capability to produce ASNs (X12

transaction set 856), the Polaris EDIAgent utility retrieves the shipment information, and loads the data into Polaris. This enables users to receive materials in Polaris by scanning the tracking barcode on the outside of the carton.

B

blanket plan

A blanket plan (also called a blanket order) is most commonly used for ordering all materials or a specific subset of materials that are published by an organization. In contrast with approval plans, blanket plans do not generally allow return privileges with simple deductions from the invoice. With blanket plans, quality is less important than comprehensiveness of coverage. Blanket plans can be as narrow as a specific publisher's series or as broad as a request to send all material of a particular type or on a particular subject.

blind reference

1) An authority link (see or see also - 4xx and 5xx respectively) which points to an authority heading that does not exist in the database. 2) An authority heading (1xx) to which no bibliographic records are linked.

C

cataloging source

A code stored in tag 040 $a that tells who created the record. These codes are governed by the MARC code list for libraries.

chronology

The date(s) used by the publisher on a serially-issued bibliographic unit to help identify or indicate when it was published. The chronology may reflect the dates of coverage, publication, or printing.

content designators

Tags, indicators, and subfield codes in a MARC record.

D

delimiter

A separate character used in conjunction with a subfield code and introduces each subfield in a variable field.

deposit account

A deposit account is an account with a vendor that allows customers to pay all or a portion of the estimated annual billing in advance. Depending on the amount prepaid, the typical discount is from 1.5% to 4.5% more than with a regular plan, where invoices are paid after the receipt of titles.

diacritical mark

Any of various marks, such as a macron or cedilla, added to a letter or symbol to indicate its pronunciation or to distinguish it in some way.

E

enumeration

The designation reflecting the alphabetic or numeric scheme used by the publisher on an item or assigned when the holdings statement is created to identify the individual bibliographic or physical parts and to show the relationship of each unit to the unit as a whole.

express registration

Entering patron information during the check-out process as a service to new, unregistered patrons.

F

first available copy requests

Hold requests for specific issues of a serial title (such as the May 2015 issue of Horticulture Magazine) or specific parts of a multi-part title (such as the first season of a television series on DVD).

form subdivision

A division of a subject heading which brings out the form of the work. For example, in the headings: Internet (Computer network) - Periodicals Library technicians - Bibliography

free days

A value applied at normal and bulk check-in, renewal, and offline that allows you to omit a specified number of days from the overdue fine calculation.

G

geographic qualifier

The name of a larger geographic entity added to a local place name. For example, in the headings: Cambridge (Mass.) Toledo (Spain)

geographic subdivision

A subdivision which limits a topical subject heading to a specific geographic location. For example, in the headings: Women - Peru Libraries - New York (State)

M

monographic series

A group of monographs with a collective title in addition to their individual titles. The individual titles may or may not be numbered. The collective title is generally found on the title page or the cover of each monograph.

N

non-integrated serial

A non-integrated serial is an item that is linked to a bibliographic record with a MARC bibliographic level entry of S , but is not linked to a Serial Issue Record created through the Polaris Serials Module.

R

RTF

Requests-To-Fill or RTF processing sends hold requests to designated libraries in a specified order. A library chooses to fill or deny the request. The request is routed until it is filled, it expires, or every library denies it.

RTF routing cycle

The request-to-fill (RTF) routing cycle includes a primary and a secondary cycle defined by the Holds Routing Tables. You can enter a number of branches as responder branches, beginning with the requestor (your) branch. The cycle tries to fill a hold at the same branch first, and then tries to fill the hold at the next branch listed in the primary routing table. After a preset amount of time, the branches in the secondary table try to fill the hold, each in turn.

S

SICI

The colloquial name for Serial Item and Contribution Identifier. The SICI is the SISAC bar code. The SICI incorporates the ISSN and is used on scholarly, technical, medical and other subscription based serials.

SISAC

Serials Industry Systems Advisory Committee. This committee was instrumental in creating the supporting documentation for the NISO z39.56 standard.

standing order

An order placed with a vendor or the publisher directly for all publications in a series, all volumes in a set, or all publications of a single publisher.

T

trapped

An item is said to be trapped for a hold when an item that fills a request is scanned at circulation and the system links the item to a specific request, either automatically or by displaying a message that prompts you for a decision.

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