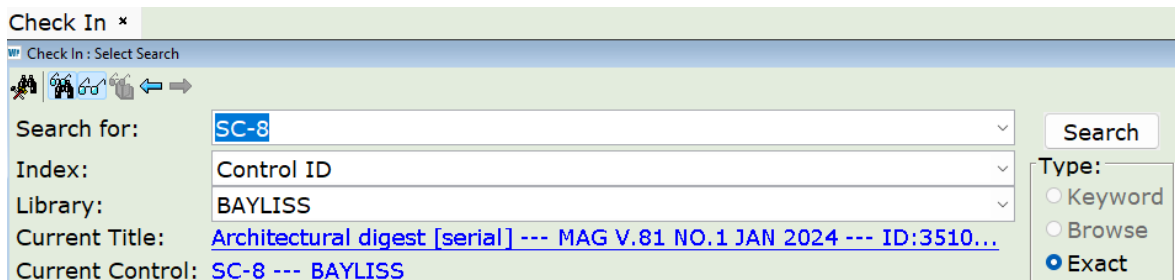# Adding Magazine Issues with Serial Control Module

(Updated 9/26/2025 eem)
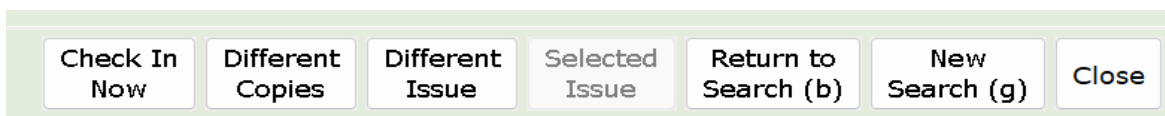
1. Select Check In Wizard
2. Enter the Control ID for the magazine you are checking in:
   (request SC ID from support@superiorlandlibrary.org when subscribing to new magazine titles)
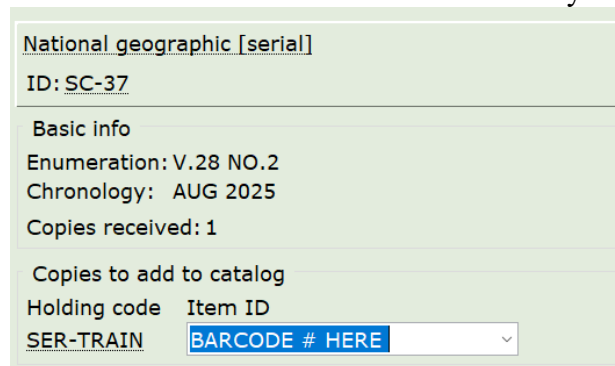

3. You will now see this screen:

   a.
   b.

   a. With these choices:

4. If the information is correct, choose "Check In Now". (If not, jump to step 8) The next screen will prompt you to add the Item ID/barcode. Scan in the item barcode for your library.

5. Now click "OK" through the following screens:

eck In : Copies Created

National geographic [serial]

ID: SC-37   Ctrl lib: T

Basic info

Enumeration: V.28 NO.3
Chronology: SEP 2025

Copies Created

Holding code   Item ID
SER-TRAIN   320111111111111

OK

6. On the next screen you can choose to add the next issue of the same publication, search another SC number for a different title, or close the wizard.

eck In : Issue Received

National geographic [serial]

ID: SC-37   Ctrl lib: TRAINING

Basic info

Enumeration: V.28 NO.4
Chronology: OCT 2025
Copies received: 1

Distribute Copies Received

Holding code »	Copies received	Holdings	Copies added
SER-TRAIN		1	Created

Next Issue (o)	New Search (b)	Close

7. If the item is incorrect in 3 above and it is just an issue out of sequence, click on Different Issue:

| Check In Now | Different Copies | Different Issue | Selected Issue | Return to Search (b) | New Search (g) | Close |

Highlight the issue you received and then click on Selected Issue.

Time [serial]
ID: SC-13

Expected »	Enumeration	Chronology	Date expected	
Y	V. 170 NO. 17	OCT 22, 2007	10/22/2007	
	V. 170 NO. 18	OCT 29, 2007	10/29/2007	
	V. 170 NO. 19	NOV 5, 2007	11/5/2007	
	V. 170 NO. 20	NOV 12, 2007	11/12/2007	
	V. 170 NO. 21	NOV 19, 2007	11/19/2007	
	V. 170 NO. 22	NOV 26, 2007	11/26/2007	
	V. 170 NO. 23	DEC 3, 2007	12/3/2007	
	V. 170 NO. 24	DEC 10, 2007	12/10/2007	
	V. 170 NO. 25	DEC 17, 2007	12/17/2007	

| Selected Issue | Special Issue | Combine Issues... | Modify Issue (g) | Cancel |

8. You will see the screen below and you can enter a comment if you wish.

Time [serial]
ID: SC-13

Receiving A Predicted Issue

Enumeration: V. 170 NO. 21
Chronology: NOV 19, 2007
Number expected: 1   Number received: 1
Receipt comment: [   ]

9. You will then see the same screens as in 5 and 6 above. Enter Barcode and click ok through the next two screens.

10. If the item is different in 3 above because it is a
    a. special issue 11b
    b. index issue   11c
    c. fill-in issue   11a
    d. duplicate issue 11a

11. On the screen above change Prediction Information to Special: Then select Basic, Supplement or Index.

     a. Basic – used when you receive an additional copy of an issue
         i. When you are prompted for enumeration, type the enumeration of the issue.
         ii. Be consistent with the enumeration of the first copy received.
     b. Supplement – special addition of some sort
         i. When you are prompted for enumeration, type the enumeration of the issue.
         ii. Enter something under Chronology such as: Spring Issue, Swim Suit Issue, etc.
     c. Index – to other issues
         i. Enter information similar to b.

12. After making your selection above, click ok. Enter Barcode and click ok through the next two screens.

Discarding issues – two steps

Step 1: Change the Home Location to DISCARD. Use Global Item Modification (or any item record editing Wizard)

- You can scan the individual library barcodes/item ID's or look up the title and check the boxes for the issues you wish to discard

Step 2: In the Serials Control Module, use the Modify Control wizard.

1. Select Received tab
2. Select the icon with the red x.
3. From the pop-up pane, select the issues you wish to delete.