

Adding individual copies of periodicals

Type in the name of the magazine into the catalog search

Click on actions for this record

- Click on the Monograph Parts tab.
- Click on new monograph part

UNIFIED-PARTS-DOCUMENT.pdf x CIRCULATION TRAINING MATER x Bib 55448 - Catalog x +

missourievergreen.org/eg/staff/cat/catalog/record/55448?query=people%20weekly

Search Circulation Cataloging Acquisitions Booking Administration sikestonadmin @ SKPL-Ron-home

Start Previous Next End Back To Results (4 / 324) Add Holdings Serials Mark for: Other Actions:

OPAC View MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items Set default view

Monograph Parts Merge Selected New Monograph Part Delete Selected

#	label
<input checked="" type="checkbox"/>	1 06/15/2020
<input type="checkbox"/>	2 06/29/2020
<input type="checkbox"/>	3 08/2020
<input type="checkbox"/>	4 09/14/2020
<input type="checkbox"/>	5 09/2020
<input type="checkbox"/>	6 2002/11/18
<input type="checkbox"/>	7 2003/05/26
<input type="checkbox"/>	8 2003/06/02
<input type="checkbox"/>	9 2003/06/09
<input type="checkbox"/>	10 2003/06/23
<input type="checkbox"/>	11 2003/07/07
<input type="checkbox"/>	12 2003/07/14
<input type="checkbox"/>	13 2003/07/28
<input type="checkbox"/>	14 2003/08/04
<input type="checkbox"/>	15 2003/08/11
<input type="checkbox"/>	16 2003/09/15
<input type="checkbox"/>	17 2004/10/18
<input type="checkbox"/>	18 2004/10/25

Type here to search 3:00 PM 2/16/2021

In label enter the issue example: 2021/02 for February 2021 for a monthly magazine. Click this link for more information about formatting parts.

- Choose save

Click on magazine title line in Holdings View

- Highlight call number line.
- Click on the Holdings Maintenance tab.
- Right-click on call number line and choose “Add items.”

The screenshot shows a web browser window with the URL `missourievergreen.org/eg/staff/cat/catalog/record/55448?query=people%20weekly`. The interface includes a navigation bar with tabs like "Start", "Previous", "Next", "End", and "Back To Results (4 / 324)". Below this are view options: "OPAC View", "MARC Edit", "MARC View", "View Holds", "Monograph Parts", "Holdings View", and "Conjoined Items". A search filter is set to "SKPL".

At the top of the table, there are checkboxes for "Show call number detail", "Show Item detail", "Show empty libraries", and "Show empty call numbers". The table has columns for "#", "Owning Library", "Call Number", "Location", "Item #", "Barcode", "Status", and "Alerts".

A context menu is open over the first row (Item # 1), listing actions such as "Show", "Item Status (list)", "Item Status (detail)", "Triggered Events", "Item Holds", "Print Labels", "Mark", "Item as Damaged", "Item as Missing", "Library/Call Number as Transfer Destination", "Add", "Add Call Numbers", "Add Items", "Add Call Numbers and Items", "Add Item Alerts", and "Edit".

#	Owning Library	Call Number	Location	Item #	Barcode	Status	Alerts
1	SKP ... SKPL	People Weekly	Magazine		34140000056094	Available	0 Manage
2	SKPL	People Weekly	Magazine			Available	0 Manage
3	SKPL	People Weekly	Magazine			Available	0 Manage
4	SKPL	People Weekly	Magazine			Available	0 Manage
5	SKPL	People Weekly	Magazine			Available	0 Manage
6	SKPL	People Weekly	Magazine			Available	0 Manage
7	SKPL	People Weekly	Magazine			Available	0 Manage
8	SKPL	People Weekly	Magazine			Available	0 Manage
9	SKPL	People Weekly	Magazine			Available	0 Manage
10	SKPL	People Weekly	Magazine			Available	0 Manage
11	SKPL	People Weekly	Magazine			Available	0 Manage
12	SKPL	People Weekly	Magazine			Available	0 Manage
13	SKPL	People Weekly	Magazine			Available	0 Manage
14	SKPL	People Weekly	Magazine		34140000056622	Available	0 Manage

Scan barcode, then tab over and choose part designation.

Make Changes in copy editor that apply

Click on "Save/Exit" when changes are complete.