

# 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

The screenshot shows a web browser window with the URL [missourievergreen.org/eg/staff/cat/catalog/record/55448?query=people%20weekly](https://missourievergreen.org/eg/staff/cat/catalog/record/55448?query=people%20weekly). The interface has a green header bar with navigation tabs: Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as 'sikestonadmin @ SKPL-Ron-home'. Below the header, there are buttons for 'Start', 'Previous', 'Next', 'End', and 'Back To Results ( 4 / 324 )'. There are also buttons for 'Add Holdings', 'Serials', 'Mark for:', and 'Other Actions:'. Below these buttons are tabs for 'OPAC View', 'MARC Edit', 'MARC View', 'View Holds', 'Monograph Parts', 'Holdings View', and 'Conjoined Items'. The 'Monograph Parts' tab is selected, showing a table with 18 rows. Each row has a checkbox, a number, and a date. The table is titled 'Monograph Parts' and has buttons for 'Merge Selected', 'New Monograph Part', and 'Delete Selected' on the right. The table data is as follows:

| #  | label      |
|----|------------|
| 1  | 06/15/2020 |
| 2  | 06/29/2020 |
| 3  | 08/2020    |
| 4  | 09/14/2020 |
| 5  | 09/2020    |
| 6  | 2002/11/18 |
| 7  | 2003/05/26 |
| 8  | 2003/06/02 |
| 9  | 2003/06/09 |
| 10 | 2003/06/23 |
| 11 | 2003/07/07 |
| 12 | 2003/07/14 |
| 13 | 2003/07/28 |
| 14 | 2003/08/04 |
| 15 | 2003/08/11 |
| 16 | 2003/09/15 |
| 17 | 2004/10/18 |
| 18 | 2004/10/25 |

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.”

UNIFIED-PARTS-DOCUMENT.pdf x CIRCULATION TRAINING MATERI x Bib 55448 - Catalog x Holdings Editor x +

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

Apps Scott County Mugs... Free Ringtone Mak... ron eifert - Dropbox McKay's Used Book... JoeS: Missouri Uni... Brown Rentals A-State Home Add Audio to Video...

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

Show holdings at or below SKPL

Show call number detail ☒ Show Item detail ☒ Show empty libraries ☒ Show empty call numbers ☒ Actions Rows 25 Page 1

| #  | <input type="checkbox"/>            | Owning Library | Call Number   | Location | Item # | Barcode        | Status    | Alerts   |
|----|-------------------------------------|----------------|---------------|----------|--------|----------------|-----------|----------|
| 1  | <input checked="" type="checkbox"/> | SKP ... SKPL   | People Weekly | Magazine |        | 34140000056094 | Available | 0 Manage |
| 2  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 3  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 4  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 5  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 6  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 7  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 8  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 9  | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 10 | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 11 | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 12 | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 13 | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        |                | ilable    | 0 Manage |
| 14 | <input type="checkbox"/>            | SKPL           | People Weekly | Magazine |        | 34140000056622 | Available | 0 Manage |

**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  
**Edit**

Type here to search

3:04 PM 2/16/2021

Scan barcode, then tab over and choose part designation.

Make Changes in copy editor that apply

Click on “Save/Exit” when changes are complete.