



Duplicating Periodical Records

Tip: For a simplified display of periodical holdings, media specialists might consider maintaining a separate bibliographic record for each year's issues of a periodical title. In other words, a library would have a separate bib record for *Newsweek [2011]*; *Newsweek [2012]*; etc.

For districts with multiple buildings, you might even want a separate bib record per year, per building; e.g. *Newsweek [2012 - LNHS]* (where 'LNHS' would be your building code). You will find that your bib records are less cluttered, especially for periodicals issued weekly.

Note: Only library staff assigned to the LIB1 user profile have the privileges to complete the following steps.

You should have a magazine issue ready to add before completing these steps.

1. From the *Cataloging* wizard group, select *Duplicate Title*.
2. If the *Set Properties* window displays, make sure your building is entered under *Call number default values* and click *OK*.
3. Search **ALL** libraries for the bib record you want; for example: *Newsweek* or *Newsweek 2011*.
4. If you are presented with a scroll list, find your title and click on it.
5. Click the *Duplicate* button at the bottom of the screen. You may get a popup window telling you the record is in serial format; click *OK*.
6. The bib record should display. Click on the contents in the *245 tag* and modify as needed; for example: change *Newsweek [2011]* to *Newsweek [2012]*; or if you prefer: *Newsweek [2012 - BuildingCode]*. The square brackets indicate that this additional information does not display with the title on the actual item.
7. Click the *Save* button at the bottom of the screen.
8. A popup displays telling you to complete the item information and will take you to your first item record screen.
9. After entering the item information and scanning the barcode, you should be able to click on the XX call number and modify it, preferably in the YYYY-MM-DD or YYYY-MM or YYYY-MM/MM format.
10. On the *control* tab, make sure '*serial*' is selected as the *record format*. That way, you'll be able to limit searches to the *periodical title* index.

Screenshots for adding magazine issues to the catalog are available on our handbook at: <http://www.inoca.org/departments/library/handbook/default.aspx#WorkFlows>

As a reminder, it is not required that you handle your periodicals in this fashion. This is simply an NCC tip for making your job easier.

If you have any questions, please do not hesitate to contact us via email: LIBRARY-SUPPORT@NCCOHIO.ORG or phone: 216.520.6900 x5030.