

RECEIVING PRINT PERIODICAL ISSUES WITHOUT INVOICING

Rev. 3/12/2021

1. Make sure acquisitions location **Cooper Library – main Acquisitions Department** is selected in the upper right menu bar
2. On upper menu bar, choose **Acquisitions → Receiving and invoicing → Receive**
3. Receive New Materials screen
 - a. Choose **Continuous** tab
 - b. Click dropdown menu arrow to choose search type (or you can type the title in the search box)
 - c. When you find the right PO line, click on action menu button at the right side. Choose **Manage Items** from the dropdown menu

2	o10007246	Smithsonian, Smithsonian Associates, Vol. 1, no. 1 (Apr. 1970)-, 0037-7333, ISSN	Waiting for Renewal	Cooper Library - Cooper Library (1)	1	05/21/2020	-	✓	-	...
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Manage Items

Receive

View hidden

4. On the next screen, click on **Receive New Items**
 - a. Click on **View all holdings**
 - Go to the appropriate holdings record and read relevant notes and instructions (current issues in Pop Mags, binding units, etc.)
 - If you have questions about which holdings record, ask your supervisor
 - b. Navigate back to the **Receive New Items** screen with the Alma back arrow (not the browser back arrow)

[< List of Holdings](#)

- c. Do NOT check the Keep in Department check box.
- d. Fill in the enumeration and chronology fields that are applicable
 - Enum A = volume (number only, no label, such as v. or no.)
 - Enum B = issue (number only, no label)
 - Chron I = year
 - Chron J = month (use abbreviations from cheat sheet)
 - If a day is part of the number, include it with the month in Chron J (e.g., Mar.15)
- e. Click **Generate**. This puts the enum/chron together into the issue numbering in the **Description** field. If the numbering does not appear correctly formatted, edit as needed.
- f. Up at the top, click **Receive and Set Barcodes**. Scan the barcode into the **Set Barcodes** window and click **Submit**.

5. In the list of items, find the record you just created.
- a. Click the action menu button and select **Edit inventory item**.

-	<input type="text" value="31604021463403"/>	vol. 8 no. 4 (Dec. 2019)	-	...
-	<input type="text" value="31604021362993"/>	v.8 no.3 Sep 2019	-	...
-	<input type="text" value="31604021359791"/>	v.8 no.2 Jun/Jul 2019	-	...

Edit Inventory item

View hidden

- b. In the **Material type** box, select **Issue** from the dropdown menu.

Material type

- c. In the **Item Policy** box, select the correct type from the dropdown menu. For most magazines and journals, item policy should be **Periodical**. (Be aware that there may be exceptions, e.g. Special Collections titles have item policy **Non-Circulating**.)

Item policy

- d. Click **Save**.