

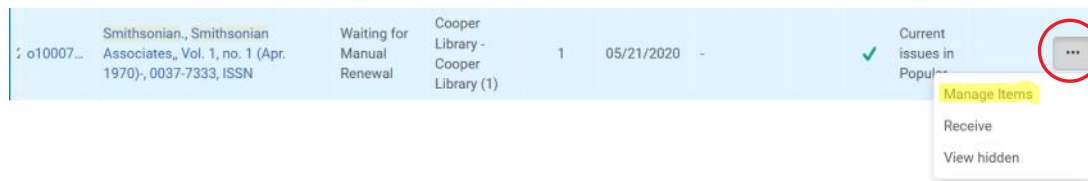
Microfilm Processing

Tuesday, June 25, 2019 2:12 PM

These will be received like journals, except that you'll have to add them to the holdings statement. You'll have to go into the metadata editor to do that.

RECEIVING Microfilm

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 the ellipses action menu at the right side. Choose **Manage Items** from the dropdown menu



Screen clipping taken: 4/22/2021 12:49 PM

- d. On the next screen, click on **Receive New Items**
- e. 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 Serials Cataloger
- f. Navigate back to the **Receive New Items** screen with the Alma back arrow (not the browser back arrow)

< List of Holdings

- g. Do NOT check the Keep in Department check box.
- h. Fill in the enumeration and chronology fields that are applicable

Screen clipping taken: 1/28/2021 3:18 PM

1. Chron I = year
 2. Chron J = month (use abbreviations from cheat sheet)
 3. Chron K = day
 4. **Don't use Generate**
 5. Description should be in Microfilm Format
 - a. Volume type in **(Year:Month.Day#-Day#)**
 6. If applicable Enumeration is below
 - a. Enum A = volume (number only, no label)
 - b. Enum B = issue (number only, no label)
- i. Up at the top, click **Receive and Set Barcodes**. Scan the barcode into the **Set Barcodes** window and click **Submit**.

Material Type and Item Policy

- j. Last go back and search with the **Physical Item** and in **Physical Item Editor** under the **General** tab fill in the **Material Type** and **Item Policy**
 1. Material Type- **Issue**
 2. Item Policy-**Microform**

Material type

Item policy

Holding Statement

- k. Research title and go to holdings

