

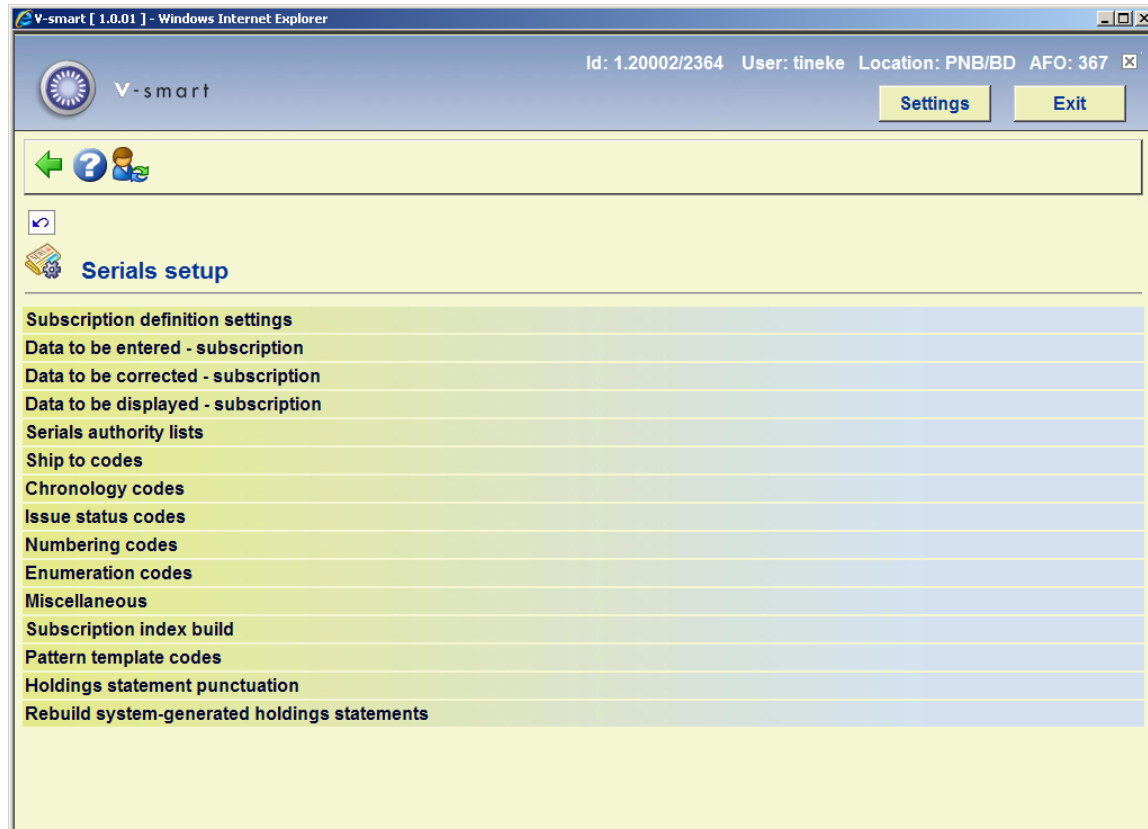
# AFO 367 - Serials setup

## 367.1 Introduction

The setup of serials parameters is done in four different AFO's:

1. AFO 367 – Serials setup
2. AFO 469 – Multipart/serial defaults. Please refer to section [469.17](#).
3. AFO 611 – permissions and restrictions. See the help on this AFO for more information.
4. AFO 368 – User defaults. Please refer to section [368.1](#).

Selecting AFO 367 – Serials setup results in the display of a menu containing the following options:

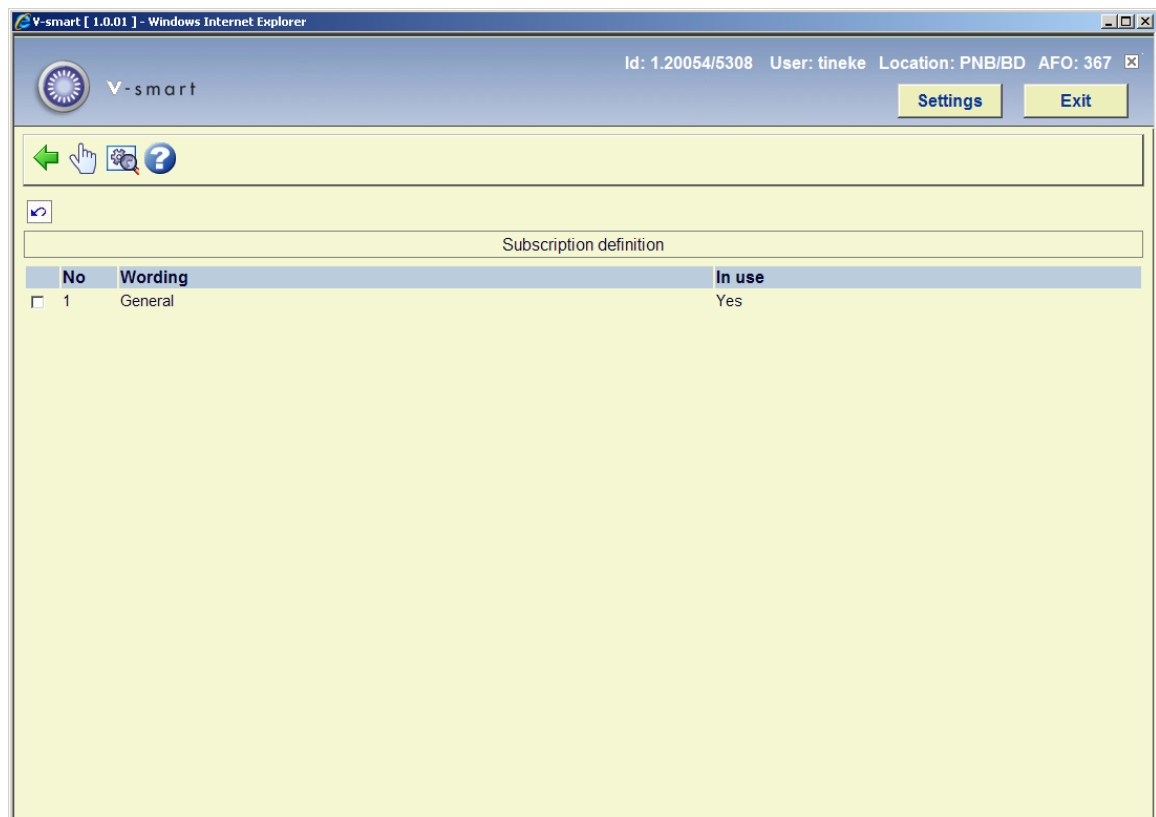


These options are explained in the next sections.

## 367.2. Subscription definition settings

This option allows you to define which fields you want to use in your subscription records, which fields are mandatory and which fields are copied over to a new subscription when you choose the copy command. This option is defined once for the entire system.

After choosing this option you will be presented with an overview screen:



### Options on the screen

**Modify properties of group:** After selecting this option, the following form will be presented:

**All group properties**

Wording [eng]

Wording [fre]

Wording [dut]

Label [eng]

Label [fre]

Label [dut]

In use / active

OK  
Cancel  
Help

**Note:**

The **In use/active** check box is only available if none of the fields for this group are selected in the **Data to be entered** and **Data to be corrected** parameters (see below).

**View fields of group:** Select a group and click this button to modify the elements of that group. You are presented with the overview screen listing the elements of the selected group:

Fields of group 'general'

No	Wording	Type	Mand.	In use	Copy
<input type="checkbox"/>	1 Active status	Checkbox	No	Yes	No
<input type="checkbox"/>	2 Alternate subscription number	Text	No	Yes	No
<input type="checkbox"/>	3 Barcode issues	Checkbox	No	Yes	Yes
<input type="checkbox"/>	4 Create claims	Checkbox	No	Yes	Yes
<input type="checkbox"/>	5 Format	CheckListBox	No	Yes	Yes
<input type="checkbox"/>	6 Generate renewal	Checkbox	No	Yes	Yes
<input type="checkbox"/>	7 Shelfmark set key	Text	No	Yes	No
<input type="checkbox"/>	8 Location copy number	Text	No	No	No
<input type="checkbox"/>	9 HSCPY key	Text	No	No	No
<input type="checkbox"/>	10 Inactive date	DateInternal	No	Yes	No
<input type="checkbox"/>	11 Inventory number	Text	No	Yes	No
<input type="checkbox"/>	12 Invoicing allowed	Checkbox	No	Yes	Yes
<input type="checkbox"/>	13 Issue cost	Text	No	Yes	Yes
<input type="checkbox"/>	14 Last received issue circulates	Checkbox	No	Yes	No
<input type="checkbox"/>	15 Shelfmark set	Combo	No	Yes	No
<input type="checkbox"/>	16 Material format(s)	Combo	No	Yes	Yes
<input type="checkbox"/>	17 Missing issues	Text	No	Yes	No
<input type="checkbox"/>	18 MI Claim period	Combo/Text	No	Yes	Yes
<input type="checkbox"/>	19 MI Effective date	DateInternal	No	Yes	Yes
<input type="checkbox"/>	20 MI Supplier	Text	No	Yes	Yes
<input type="checkbox"/>	21 Optional field 01 abc	Text	No	Yes	No

Click the field you want to modify:

V-smart [ 1.0.01 ]

### All field properties

Wording [eng] Optional field 01 abc

Wording [fre] Champ optionnel 01

Wording [dut] Optioneel veld 01

In use / active

Mandatory

Copy

Data type Text

Default

Cache format pattern

Automatic format conversion

Standard Validation Test

Authority List Auth.4211

Storage OPT/1

OK

Cancel

Help

- Enter the **Wording** you want for the field
- Check the **In use/active** check box
- Check the **Mandatory** check box if you want this field to be filled in for every subscription
- Check whether this field is copied when you use the **Copy subscription** function
- Select a **Data type** from the drop-down box. The default is Text. Caution: if you want to use the Combo option contact Infor for advice.
- You can enter a **Default** that will be entered for each new item
- **Cache Format Pattern** is any valid Cache Object Script pattern
- Select an option from **Automatic format conversion** (not mandatory)
- Select a **Standard Validation Test** if applicable (You can ignore this option)
- In some cases there will be an **Authority List** linked to the authority list behind the field. You cannot modify this field.

## Please note

The Shelfmark information, Ship to, Subscription type and Active status fields are system mandatory which means that they must appear on the Data to be entered, Data to be corrected and Data to be displayed forms.

Although the system needs a subscription number, this does not have to appear on the input form in AFO 321 (Data to be entered). In that case the system will generate the number automatically. Therefore this field is not listed as mandatory.

## 367.2.1 Fields

Below is an explanation of all the fields available.

Group	Field	Explanation	Mandatory
General	Active status	To denote whether the subscription is active (i.e. predictions will be made, issues expected, claims can be generated).	Yes
	Alternative subscription number	Subscriptions may have one or multiple alternative subscription numbers. Alternative subscription numbers are indexed.	
	Barcode issues	To denote whether or not individual issues may be barcoded.	
	Create claims	To denote whether or not claiming is allowed for the subscription.	
	Format	To indicate if the subscription includes electronic version as well as or instead of printed version. This is for information and reporting purposes only.	
	Generate renewal	This option must be checked if you want the subscription to appear in the Review report that can be run from AFO 279.	
	Shelfmark set key	Internal database key	

	Location copy number	Copy number of the shelfmark set attached to this subscription. i.e. if there are three copies at the same shelfmark, you might identify each copy with a unique copy number	
	HSCPY key	Internal database key	
	Inactive date	The system sets this field when the subscription active status is set to "No".	
	Inventory number	Inventory number associated with this subscription. The inventory number is indexed.	
	Invoicing allowed	To denote whether or not invoicing is allowed for the subscription. This is only possible when a purchase order is linked to the subscription.	
	Issue cost	Allows for entry of a price for a single issue. This is for information purposes only.	
	Last received issue circulates	The setting of this field has an effect <b>ONLY</b> if the <b>Automatically allow circulation of previous issue when next issue is received</b> parameter is <i>ON</i> in AFO 367.	
	Last renewed date	This date is set by the system when automatically renewing a subscription via AFO 279 or manually via AFO 211.	
	Shelfmark set	This is for information and reporting purposes only	Yes
	Material format(s)	Allows for a list of format codes as defined in authority list 4210. This is for information and reporting purposes only.	
	Missing issues	This is a label field that can be used to group together the MI supplier, MI effective date and MI claim period fields on the screen	
	MI Claim period	Can contain either a number or a predefined code for defining the number of days in the claim cycle for	

		missing issues.	
	MI Effective date	The date the supplier defined in the MI supplier field was assigned to this subscription. If the library changes the supplier, claims may have to be generated for the previous and current suppliers.	
	MI Supplier	The supplier where missing issues must be claimed.	
	Optional field 01 - 10	These can be put to use and named according to the library's wishes. Optionally they can be linked to authority lists 4211 – 4220. This is for information and reporting purposes only.	
	Purchase order number	If there are one or more purchase orders for the bibliographic record, they can optionally be linked to the subscription. This field must also be set if you want to be able to renew orders for subscriptions (either via the renewal job in AFO 279 or manually via AFO 211). It is important that you link to the order at detailed level.	
	Original subscription number	The original subscription number assigned to this subscription. Only has a value if the subscription number has been changed. The original subscription number is indexed.	
	Origin	Allows for a list of country codes as defined in authority list 4222. This is for information and reporting purposes only.	
	Print label	To allow for (automatic) printing of labels for received issues.	
	Public note	Free text field that can display in the WebOpac (if defined in the template for WebOpac displays)	
	Renewal period	Renewal period is the period the system will apply when you run the automatic renewal job from AFO 279. When no period is defined and the subscription is picked up for renewal by the report in AFO 279 (based on a review date), the renewal will be for 365 days.	

	Review date	This field can be used to determine when the subscription should be reviewed for renewal. It must be a valid date if used (optional). The review report that can be generated from AFO 279 will check to see if this date falls within the specified range for the report. When you run the automatic renewal job from AFO 279 this field will be updated by adding the renewal number of days to it.	
	Routing	To denote whether or not the subscription is routed.	
	Routing ID	A free text field. This is for information and reporting purposes only.	
	Shelfmark information	Contains all the elements of the shelfmark as defined by the library (like material type, location code, classification etc.).	
	Ship to	Allows for a list of SHIPTO codes defined for your Meta institution for Serials.	Yes
	Staff note	A free text field that will be displayed in the header of the receiving screen.	
	ST Claim period	Can contain either a number or a predefined code for defining the number of days in the claim cycle for a stagnating subscription.	
	ST Effective date	The date the supplier defined in the ST supplier field was assigned to this subscription. If the library changes the supplier, claims may have to be generated for the previous and current suppliers.	
	Stagnating subscription	This is a label field that can be used to group together the ST supplier, ST effective date and ST claim period fields on the screen	
	ST Supplier	The supplier where stagnating subscription must be claimed.	
	Statistical category	Allows for a list of statistical codes as defined in authority list 4221. This is for information and	



		reporting purposes only.	
	Subscription cost	Allows for entry of a price for the whole subscription. This is for information purposes only.	
	Subscription end	This field can contain the last date on which the library expects to receive issues. This is for information purposes only. When you run the automatic renewal job from AFO 279 the system will reset the end date to old end date + renewal number of days.	
	Subscription number	The unique number identifying the subscription. The subscription number is indexed.	
	Subscription start	This field can contain the starting date of the subscription. This is for information purposes only. When you run the automatic renewal job from AFO 279 the system will reset the start date to end date +1.	
	Supplier reference number	An additional number in case you do not use the supplier number as your subscription number. The supplier reference number is indexed. This number is not necessarily a unique number.	
	Subscription type	The system allows for 3 different subscription types. These are linked to the definition of claim letters in AFO 363.	Yes

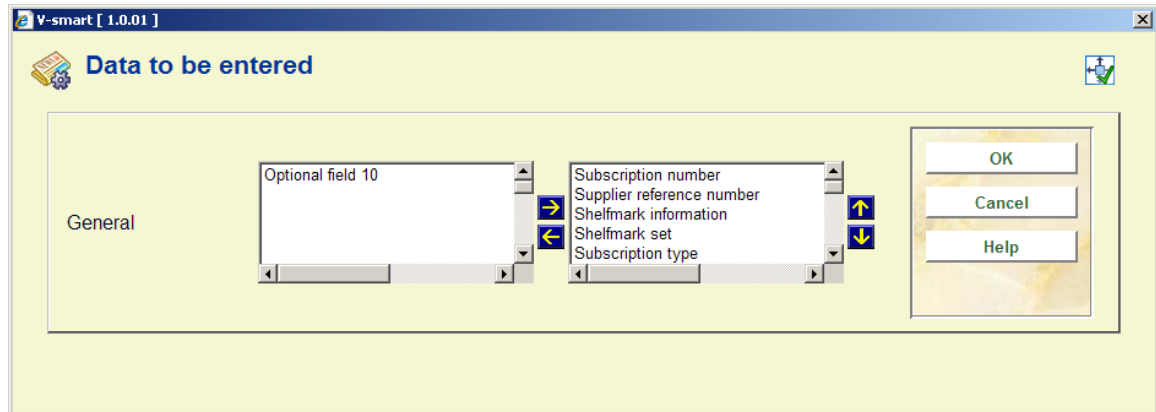
## 367.3 Defining subscription forms

The next three menu options, Data to be entered – subscriptions, Data to be corrected – subscriptions and Data to be displayed – subscriptions are used to define which fields you wish to appear when adding, updating and displaying subscriptions respectively. These options are defined for each institution that uses serials.

### 367.3.1 Data to be entered

The fields selected on the **Data to be entered** form are shown when a new subscription is added. The group names and the field names displayed here are those previously defined in use in the Subscription Definition Settings.

When you choose this option the following form is presented:

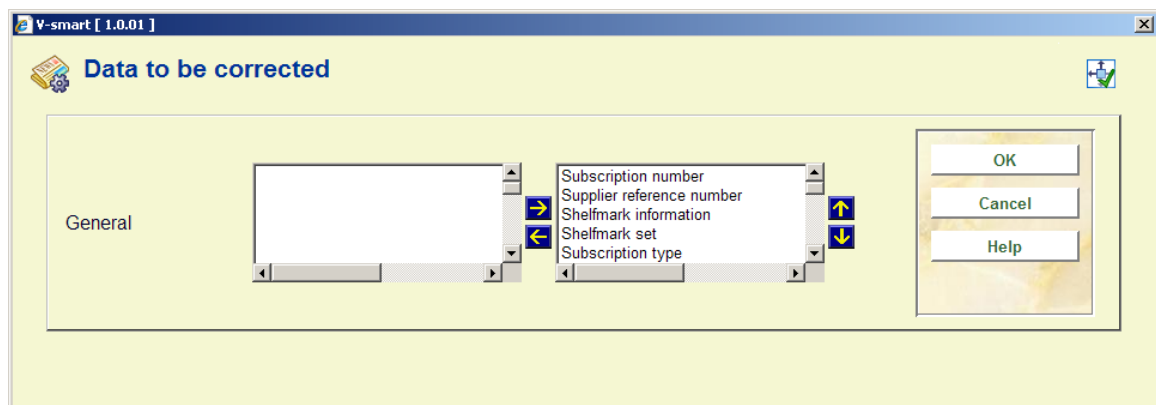


- Select the fields on the left hand side
- Click the **Right** arrow to enter them for display.
- Use the **Up** and **Down** arrows to determine the order for display.

### 367.3.2 Data to be corrected

The groups and fields selected on the **Data to be corrected** form are shown when updating a subscription record. The group names and the field names displayed here are those previously defined In use in the Subscription Definition Settings.

When you choose this option the following form is presented:



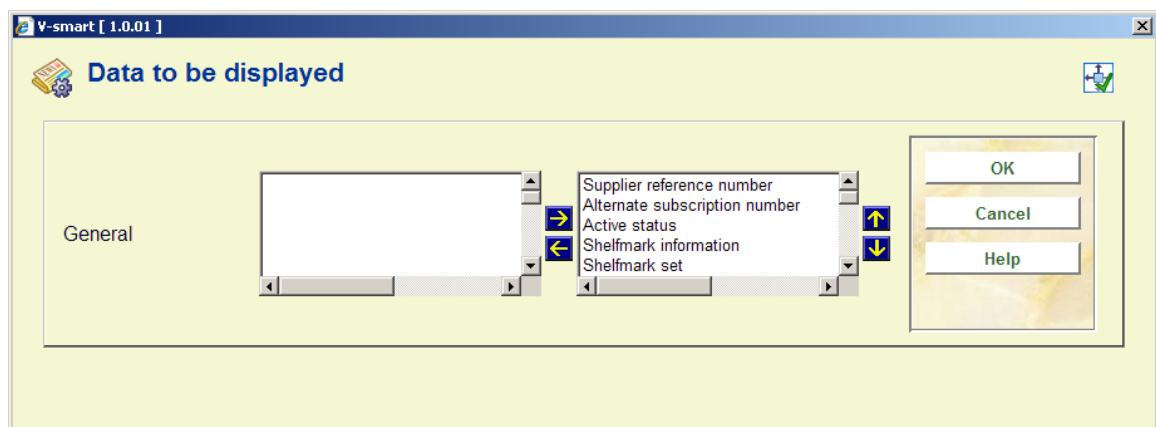
- Select the fields on the left hand side

- Click the **Right** arrow to enter them for display.
- Use the **Up** and **Down** arrows to determine the order for display.

### 367.3.3 Data to be displayed

The groups and fields selected on the **Data to be displayed** form are shown when looking at a subscription record in various places in the system. The group names and the field names displayed here are those previously defined In use in the Subscription Definition Settings.

When you choose this option the following form is presented:



- Select the fields on the left hand side
- Click the **Right** arrow to enter them for display.
- Use the **Up** and **Down** arrows to determine the order for display.

### 367.4 Serials authority lists

There are a number of authority lists defined for use in the serials system. The Serials authority lists are listed below:

- Authority list 4200 – MARC21 frequency codes
- Authority list 4201 – UNIMARC frequency codes
- Authority list 4202 – chronology code types

- Authority list 4203 – chronology code date format
- Authority list 4204 – combined year formats
- Authority list 4207 - publication regularity codes
- Authority list 4208 – subscription type
- Authority list 4209 – material formats
- Authority list 4210 – format
- Authority list 4211 – 4220 subscription optional fields
- Authority list 4221 – subscription statistical category
- Authority list 4222 – origin
- Authority list 4223 - Type of holding description
- Authority list 4224 - Type of holding OPAC label

There are two types of authority list. One type has all of its entries defined by the library and is used for information purposes only (i.e. material formats – the library adds an entry for each material format it wants to track within the serials system). The other type is used to control processing within the serials system. You will notice that some lists do not allow you to add or delete entries. For these lists, you should only update the wording of the entry. A brief description of some of these lists follows.

### **367.4.1 Authority lists 4200 and 4201 - Frequency codes**

Frequency codes are used to determine the frequency of publication. Sample frequency codes include annual, bimonthly, semi-weekly, daily, biweekly, semi-annual, biennial, triennial, three times a week, three times a month, monthly, quarterly, semi-monthly, three times a year, quadrennial, weekly, completely irregular, quinquennial and decennial. These codes are supplied with the system and cannot be added or deleted by the library. You should only change the contents of tag 100 (wording) for these entries. Tag 601 contains the one-character alphabetic code assigned by either MARC21 or UNIMARC for the associated frequency code. Do not change the contents of tag 601.

MARC21 codes are below:

- 0 - a - Annual
- 1 - b - Bimonthly
- 2 - c – Semi-weekly
- 3 - d - Daily
- 4 - e - Biweekly (every 2 weeks)
- 5 - f – Semi-annual
- 6 - g - Biennial (every 2 years)
- 7 - h - Triennial (every 3 years)
- 8 - i - Three times a week
- 9 - j - Three times a month
- 10 - m – Monthly
- 11 - q – Quarterly
- 12 - s – Semi-monthly
- 13 - t - Three times a year
- 14 - w – Weekly
- 15 - x - Completely irregular
- 16 - v - Quadrennial (every 4 years)

- 17 - y - Quinquennial (every 5 years)
- 18 - z - Decennial (every 10 years)

UNIMARC codes are below:

- 0 - k = annual
- 1 - g = bimonthly (every two months)
- 2 - b = semi-weekly (twice a week)
- 3 - a = daily
- 4 - d = biweekly (every two weeks)
- 5 - j = semi-annual (twice a year)
- 6 - 1 = biennial (every two years)
- 7 - m = triennial (every three years)
- 8 - n = three times a week
- 9 - o = three times a month
- 10 - f = monthly
- 11 - h = quarterly
- 12 - e = semi-monthly (twice a month)
- 13 - i = three times a year
- 14 - c = weekly

- 15 - y = no frequency (i.e. irregular).
- 19 - u = unknown
- 20 - z = other

## **367.4.2 Authority list 4202 - Chronology code types**

Chronology code types allow you to define the format of a predicted chronology field. For example, a date – 2005-09-03, a month – September, a day of the week – Saturday, etc. The following codes are supplied:

- 0 - Date
- 1 - Months
- 2 - Seasons
- 3 - Year (YYYY)
- 4 - Day of month
- 5 - Day of week
- 6 - No predictions
- 7 - Combined year (previous/current)
- 8 - Combined year (current/next)
- 9 - Combined month and day (MMM dd)

These codes are supplied with the system and cannot be added or deleted by the library. You should only change the contents of tag 100 for these entries.

## **367.4.3 Authority list 4203 - Chronology code date format**

Chronology code date formats allow you to define which date format to use when predicting chronology. The following codes are supplied:

- 0 - DD Mmm [YY]YY (01 Jul 97 or 27 Mar 2002)
- 1 - MM/DD/[YY]YY (07/01/97 or 03/27/2002)
- 2 - DD Mmm [ YY ]YY (01 Jul 97 or 27 Mar 2002)
- 3 - YYYY-MM-DD (1997-07-01 or 2002-03-27) - ODBC format
- 4 - DD/MM/[YY]YY (01/07/97 or 27/03/2002) - European format
- 5 - Mmm D, YYYY (Jul 1, 1997 or Mar 27, 2002)
- 6 - Mmm D YYYY (Jul 1 1997 or Mar 27 2002)
- 7 - Mmm DD [YY]YY (Jul 01 97 or Mar 27 2002)
- 8 - YYYYMMDD (19970701 or 20020327) - Numeric format
- 9 - Mmmmm D, YYYY (July 1, 1997 or March 27, 2002)

These codes are supplied with the system and cannot be added or deleted by the library. You should only change the contents of tag 100 for these entries.

### **367.4.4 Authority list 4204 – Combined year format**

Combined year format allows you to specify the format of the predicted chronology when the chronology portion of the issue numbering contains combined years. The following codes are supplied:

- 0 - YYYY/YYYY
- 1 - YYYY/YY
- 2 - YY/YY



These codes are supplied with the system and cannot be added or deleted by the library. You should only change the contents of tag 100 for these entries.

### **367.4.5 Authority list 4207 - Publication regularity codes**

Publication regularity codes are used to enable the system to predict a serial item's publication dates. There are five different types of publication consisting of days-based, seasons-based, months-based, erratic and user defined. When one of these types is assigned to a publication pattern, it controls which fields the user enters to define the publication regularity. For a days-based code, the system prompts for the days of the week that the publication arrives as well as the number of weeks between receipts. For a months-based code, the system prompts for the months in which the title is published. The following codes are supplied:

- 0 – Days-based
- 1 – Seasons-based
- 2 – Months-based
- 3 - Erratic
- 4 - Defined by user

These codes are supplied with the system and cannot be added or deleted by the library. You should only change the contents of tag 100 for these entries.

### **367.4.6 Authority list 4208 – Subscription type**

Subscription type is used to describe how the subscription is obtained. The system supports the following three types:

- 1- Paid
- 2 - Free
- 3 – Membership

These codes are supplied with the system and cannot be added or deleted by the library. You should only change the contents of tag 100 for these entries.

### **367.4.7 Authority list 4209 – Material format(s)**

Can be used to record the material format(s) of material arriving on a subscription (i.e. BNB on CD-ROM, loose-leaf legal updating services). This authority list is maintained solely by the library.

### **367.4.8 Authority list 4210 – Format**

The Format authority list is used to determine whether a subscription entitles you to electronic issues, print issues or both. The system supports the following three codes:

- 0 – Print
- 1 – Electronic
- 2 - Both

These codes are supplied with the system and cannot be added or deleted by the library. You should only change the contents of tag 100 for these entries.

### **367.4.9 Authority lists 4211 – 4220 – Subscription optional fields**

The library has the ability to define 10 optional fields in the subscription record. In the case that you wish to authority control an optional field, use authority lists 4211 through 4220 to correspond to Optional fields 1 through 10 in the subscription. These authority lists are maintained solely by the library.

### **367.4.10 Authority list 4221 – Subscription statistical category**

Can be used to record the statistical category for a subscription. This authority list is maintained solely by the library.

### **367.4.11 Authority list 4222 – Origin of the serials**

Can be used to record the origin of the subscription. For example: French, not French, local, etc.). This authority list is maintained solely by the library.

### **367.4.12 Authority list 4223 – Type of holding description**

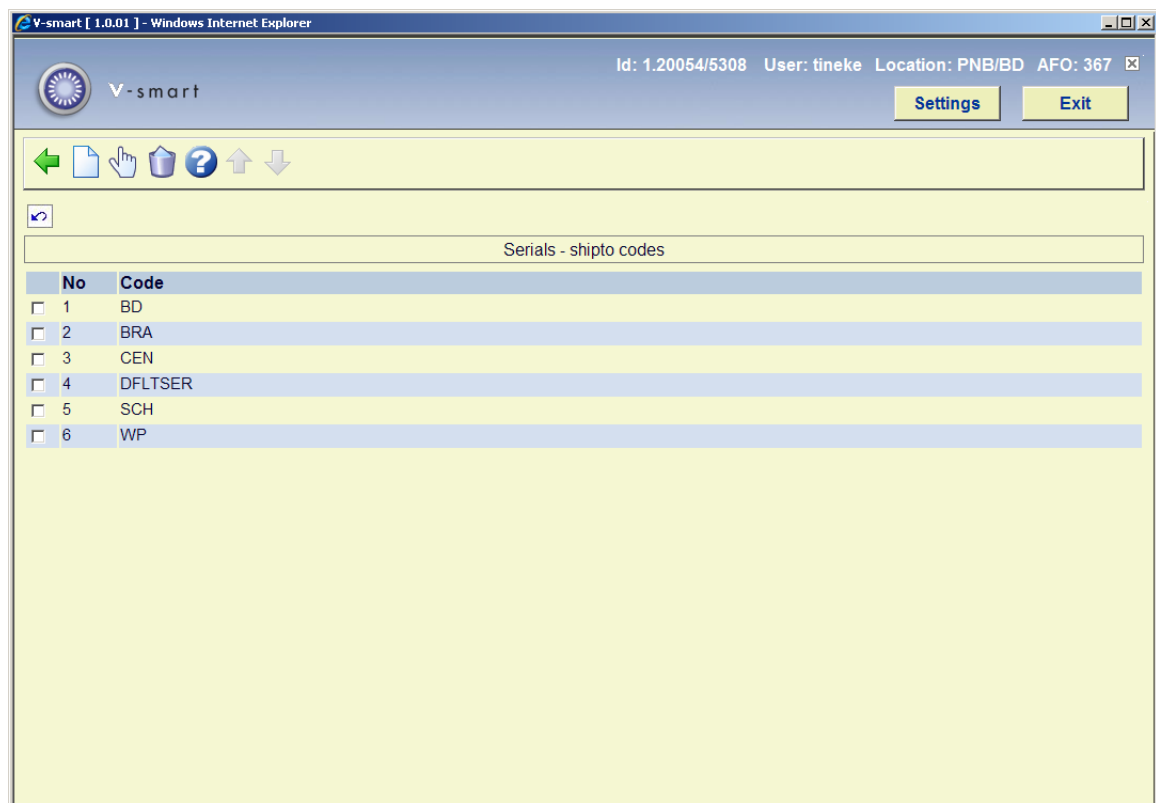
The standard system is installed with three default entries – one for issues, indexes and supplements. These are used when adding a new Type of holdings record (in AFO 321). These defaults can be changed or deleted. After installation of the system, these authority lists are maintained solely by the library.

## 367.4.13 Authority list 4224 – Type of holding OPAC label

The standard system is installed with three default entries – one for issues, indexes and supplements. These are used when adding a new Type of holdings record (in AFO 321). These defaults can be changed or deleted. After installation of the system, these authority lists are maintained solely by the library.

## 367.5 Shipto Codes

Shipto codes are defined within the Serials systems and are stored at the MetalInstitution for Serials level. The Ship to code is mandatory in a subscription and defines the location where the items for a subscription will be received. If you have five receiving locations for your serials, you set up five Ship to codes. If all of your serials are received centrally, only one Ship to code needs to be set up on your system. The Ship to code is instrumental in allowing receiving of multiple subscriptions (with differing shelfmarks) at the same time. You are allowed to add, update and delete ship to codes. It is not advisable to delete codes that are already in use by the system. After choosing this option an overview screen is displayed:



The screenshot shows a web browser window titled "V-smart [ 1.0.01 ] - Windows Internet Explorer". The page header includes "V-smart" and user information: "Id: 1.20054/5308 User: tineke Location: PNB/BD AFO: 367". There are "Settings" and "Exit" buttons. Below the header is a navigation bar with icons for back, home, help, and navigation. The main content area is titled "Serials - shipto codes" and contains a table with the following data:

No	Code
<input type="checkbox"/> 1	BD
<input type="checkbox"/> 2	BRA
<input type="checkbox"/> 3	CEN
<input type="checkbox"/> 4	DFLT SER
<input type="checkbox"/> 5	SCH
<input type="checkbox"/> 6	WP

Each line in the grid represents a different SHIPTO code.

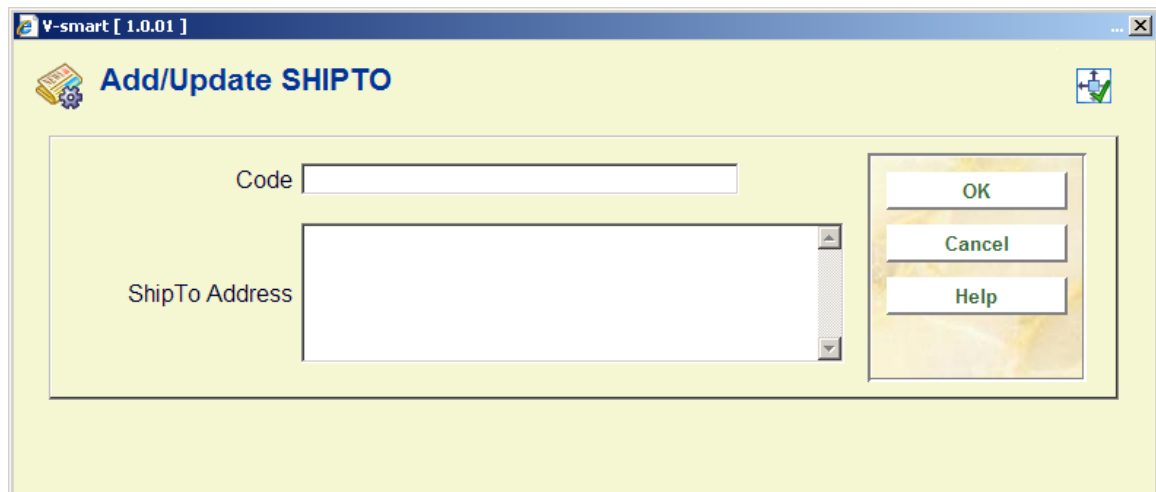
## Options on the screen

**New [I]** – To add a new code. Please refer to section 367.5.1.

**Modify [\*]** – Select a code and then this option to modify code. Please refer to section 367.5.1.

**Delete [S\*]** – Select a code and then this option to delete an existing code. Do not delete codes that are already in use by the system.

**367.5.1 Add/update SHIPTO** After choosing the option **New** or the option **Modify** the following form will be displayed:



The screenshot shows a dialog box titled "Add/Update SHIPTO" from the "V-smart [ 1.0.01 ]" application. The dialog features a "Code" text input field and a "ShipTo Address" text area. On the right side, there are three buttons: "OK", "Cancel", and "Help". A "NEW" icon is located in the top left corner of the dialog's content area.

## Fields on the screen

**Code** – Unique identifier assigned to this code. Cannot be changed once the code has been added to the system.

**ShipTo Address** – free text field. Can be left blank.

## 367.6 Chronology codes

Chronology codes are used to determine how the publication date is displayed. For example, day, day of week, three character months, seasons, year, split year combination, quarters, etc.

After choosing this option an overview screen is displayed:

No	Code	Wording	
<input type="checkbox"/>	1	A	Year
<input type="checkbox"/>	2	COMB	Combined
<input type="checkbox"/>	3	DAG	Day of month
<input type="checkbox"/>	4	DAGELIJKS	Days of week
<input type="checkbox"/>	5	DAILY	Days of week
<input type="checkbox"/>	6	DATE	Date
<input type="checkbox"/>	7	DATEF	FDATE
<input type="checkbox"/>	8	DATUM	Date
<input type="checkbox"/>	9	DAY	Day of month
<input type="checkbox"/>	10	DP	Test Disney Princess
<input type="checkbox"/>	11	J	Year
<input type="checkbox"/>	12	JF	FDAY
<input type="checkbox"/>	13	JOUR	Day of month
<input type="checkbox"/>	14	JOURNALIER	Days of week
<input type="checkbox"/>	15	JS	January Spring
<input type="checkbox"/>	16	ME	Months in English
<input type="checkbox"/>	17	MF	Months in French
<input type="checkbox"/>	18	MN	Months in Dutch
<input type="checkbox"/>	19	NP	No prediction
<input type="checkbox"/>	20	Q-APR	april quarterly
<input type="checkbox"/>	21	SA	Seasons in American
<input type="checkbox"/>	22	SE	Seasons in English
<input type="checkbox"/>	23	SF	Seasons in French
<input type="checkbox"/>	24	SN	Seasons in Dutch
<input type="checkbox"/>	25	Y	Year

Each line in the grid represents a different Chronology code and consists of the **Code** and **Wording** assigned to the code.

### Options on the screen

**New [I]** – To add a new code. Please refer to section 367.6.1.

**Modify [\*]** – Select a code and then this option to change an existing code. Please refer to section 367.6.1.

**Delete [S\*]** – Select a code and then this option to delete an existing code. Do not delete codes that are already in use by the system.

**367.6.1 Add/update chronology code** After choosing the option **New** or the option **Modify** the following form will be displayed:

V-smart [ 1.0.01 ]

**Add/Update chronology code**

Code

Wording [dut]

Wording [eng]

Wording [fre]

Type

Date format

Valid predictions

Combined year format

Combined year separator

OK

Cancel

Help

### Fields on the screen

**Code** – Unique identifier assigned to this code. Cannot be changed once the code has been added to the system.

**Wording** - Brief description in each language of the chronology code.

**Type** - this field is a dropdown list containing the entries from Authority list 4202

**Date format** - is a dropdown list of entries from Authority list 4203. This field is only used if you choose 0 – Date from the **Type** field. This field defines how you want the date to display in your chronology field.

**Valid predictions** - is used for **Types** 1- Months, 2 – Seasons and 5 – Day of week. For types 1 and 2, enter twelve predictions (separated by comma) corresponding to the twelve months of the year starting in January. For example, a valid Seasons entry for North America might include:  
 Winter, Winter, Spring, Spring, Spring, Summer, Summer, Summer, Fall, Fall, Fall, Winter. When the system detects that an issue is expected in May, it will consult this list of valid predictions to determine that the correct chronology to display is Spring.

For type 5 – Day of week, enter seven predictions (separated by comma) corresponding to the seven days of the week beginning with Sunday.

**Combined year format** - is a dropdown list of entries from Authority list 4204 and is only valid if you chose Types 7 – combined year(previous/current) or 8 – combined year (current/next). Entries include: 0 - YYYY/YYYY, 1 - YYYY/YY and 2 - YY/YY.

**Combined year separator** - is used in conjunction with the previous field and defines the character that is used to separate the combined years. For example, if the **Type** was set to 7, **Combined year format** set to 0 - YYYY/YYYY and the **Combined year separator** set to "/", a prediction for January 1, 2005 would result in a predicted chronology of 2004/2005.

## 367.7 Issue status codes

Issue status codes are used to track the status of each issue and can be assigned to a serial item when it is checked in. For example, if a serials item has not been delivered in the expected time, your library can make a manual claim to the supplier by assigning the Claimed issue status code. Other examples of these codes are received, returned, in bindery, bound, missing, expected, not yet published, etc. These codes are also used to build summary holdings statements and to define what should be displayed to WebOpac users.

There are twenty-one Issue status codes; six are definable by the library. The user definable codes are numbered 15 through 20 and referred to as Optional 1 through Optional 6. Use these codes to define statuses such as Not published, In process, and so forth.

Codes may not be added or deleted from the list. You may only change the details of the code.

Possible statuses are:

- 1 – Received - The library has received an issue for this subscription. If you register receipt of an issue on a screen, the system automatically assigns this status to all active copies of the issues. The system prints a routing list slip if required.
- 2 – Returned - The library received this copy but then returned it to the supplier.
- 3 – Claimed - The library has created a claim for this copy. The system can automatically generate claims for late Expected and Item due copies. You can manually create a claim by assigning the Claimed status to a copy here. To remove the claim, assign a different status (such as Received or Missing) to the copy.
- 4 - Exp issue, 5 - Exp index, 6 - Exp suppl - The library expects receipt of one copy for every Type of Holding linked to every active subscription of the serial. The Exp statuses can only be assigned by the system, to issues that it has predicted. If you receive some copies of an issue but still expect the others, assign the Item due status to them.
- 7 – Missing - The library no longer expects receipt of this copy.
- 8 - In Bindery - The library has sent this received copy to be bound.

- 9 – Bound - This received copy has been bound.
  
- 10 - No action - The system removes this copy line from the issue definition when you return to the Receiving screen. This status can be assigned at any time. For example, if you get 5 copies of an issue of a 4-subscription serial, you would Receive the first 4 of them against the supplied issue. In addition, you could use the Insert after issue icon to create an extra issue box with the same enumeration and chronology as the original issue box, and then Receive the 5th copy against 1 of the subscriptions and set the other 3 copy lines to No action. The original issue would show the summary status Received 4/4; the inserted issue would show the summary status Received 1/1. You might also use the No action status if you discover you have claimed issues that will never be published.
  
- 11 - Item due - The library expects receipt of this copy. This status is more or less equivalent to the Exp status. Use this status when you do not receive all the expected copies of an issue and do not want to mark the remainder as Claimed or Missing. The system automatically assigns this status to any issues with a status Expected that are below the issue that you receive. The system automatically generates claims for late Expected and Item due copies. You can also use this status when you have accidentally received an issue you should not – yet- have received (because you cannot manually assign a status of 'expected item').
  
- 12 – Withdrawn - This received copy is withdrawn.
  
- 13 – Microfilm, 14 – Microfiche - Use these statuses to denote that the library has holdings on microfilm or microfiche. First delete all receipts boxes for the paper issues that were transferred to microfilm or microfiche. Then use the **Insert after issue** icon to insert a new issue. In the **Numbering** field enter enough information to identify the microfilm or microfiche (i.e. 1993-1994). Make sure you assign a status of Microfilm or Microfiche.
  
- 15 - 20 — Optional 1-6 - Library definable. The system administrator can define statuses such as Not published, In process, and so forth in section 367.2.6 – Issue status codes.
  
- 21 - Not expected - The part is not expected by the subscriptions at the selected SHIPTO location.
  
- 22 – No receipt – This status is used to add retrospective receipts, e.g. as part of a conversion from another system. We advise you to not assign this status manually

**Note**

Issue statuses that are picked up by the claim cycle are:



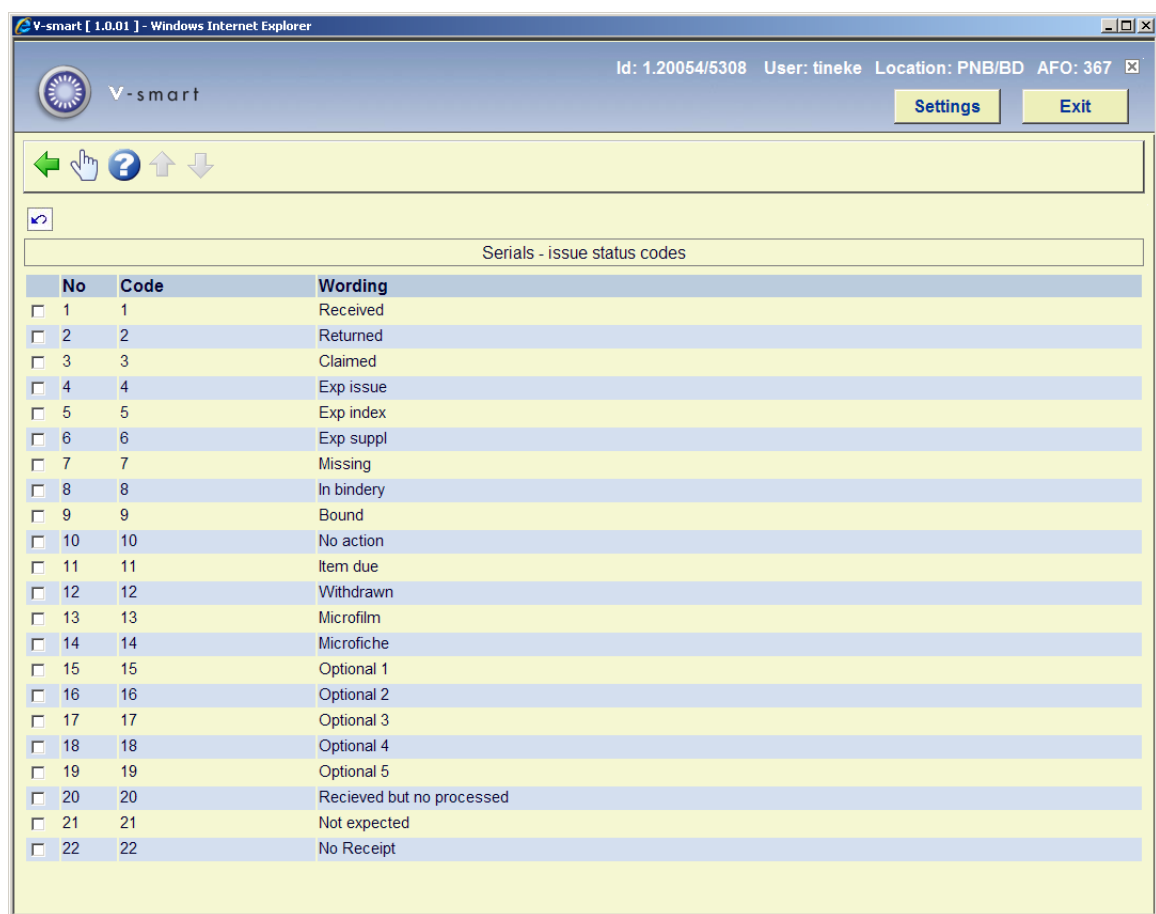
3 – claim

4,5,6 – next expected

11 – item due

*This is not configurable.*

After choosing this option an overview screen is displayed:



The screenshot shows a web browser window titled "V-smart [ 1.0.01 ] - Windows Internet Explorer". The page header includes the user ID "1.20054/5308", user name "tineke", location "PNB/BD", and AFO "367". There are "Settings" and "Exit" buttons. Below the header is a navigation bar with icons for back, home, help, up, and down. The main content area is titled "Serials - issue status codes" and contains a table with 22 rows. Each row has a checkbox, a "No" column, a "Code" column, and a "Wording" column.

	No	Code	Wording
<input type="checkbox"/>	1	1	Received
<input type="checkbox"/>	2	2	Returned
<input type="checkbox"/>	3	3	Claimed
<input type="checkbox"/>	4	4	Exp issue
<input type="checkbox"/>	5	5	Exp index
<input type="checkbox"/>	6	6	Exp suppl
<input type="checkbox"/>	7	7	Missing
<input type="checkbox"/>	8	8	In bindery
<input type="checkbox"/>	9	9	Bound
<input type="checkbox"/>	10	10	No action
<input type="checkbox"/>	11	11	Item due
<input type="checkbox"/>	12	12	Withdrawn
<input type="checkbox"/>	13	13	Microfilm
<input type="checkbox"/>	14	14	Microfiche
<input type="checkbox"/>	15	15	Optional 1
<input type="checkbox"/>	16	16	Optional 2
<input type="checkbox"/>	17	17	Optional 3
<input type="checkbox"/>	18	18	Optional 4
<input type="checkbox"/>	19	19	Optional 5
<input type="checkbox"/>	20	20	Recieved but no processed
<input type="checkbox"/>	21	21	Not expected
<input type="checkbox"/>	22	22	No Receipt

Each line in the grid represents a different Issue status code and consists of the **Code** and **Wording** assigned to the code.

### Options on the screen

**Modify [\*]** - Select a status code and click on this option to display the code's details. The following input form is displayed:

**Modify issue status**

Wording [dut]

Wording [eng]

Wording [fre]

Suppress from WebOpac Cardex

Treat items as 'received' in Serials

Treat items as gaps in Holdings displays

Treat items as held in Holdings displays

Include on WebOpac holdings display

OK

Cancel

Help

http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23002 Local intranet

## Fields on the screen

**Wording**– the wording for this status code in each language.

**Suppress display in OPAC** – if set, do not show issues with this status to users in the WebOpac. For example, you may not want to show the public claimed issues. This field does not affect the display of the summary holdings statement to the WebOpac user, nor the display of parts information in other modules of the system.

**Treat items as 'received' in Serials** – determines whether items with this status code will be regarded as Received when the serials **Receiving** screen is displayed. Allows you to specify that items with status of Received, In bindery, Bound, and so forth, have really been received by the library. The message Received xx/yy on the serials **Receiving** screen will reflect this.

If not set, item has not been received. Displays as not received on the serials **Receiving** screen. The actual status may be Item due, Claimed, Returned, or Missing.

If set, consider this item as received by library and display as received on the serials **Receiving** screen. Allows you to assign an implied status of received though the actual status is Bound.

**Treat items as gaps in Holdings displays** – Determines whether or not items with this status code will be treated as non-gap or gap breaks in holdings statements. Corresponds to the USMARC Holdings fields 863/4/5 \$w. This parameter has an effect only if **Treat items as Held in Holdings display?** is not set.

If not set and the item is not treated as held by the library, the exported MARC record containing the location's holdings will be built showing a non-gap break (tag 863/4 subfield w is assigned a value n for a non-gap indicator). For example, a status code representing

unpublished parts. Holdings statements will be built with a ; (semicolon – a non-gap break) to indicate that this item is not held by the library. If set and the item is not treated as held by the library, the exported MARC record containing the location's holdings will be built showing a gap break (tag 863/864 subfield w is assigned a value g for a gap indicator). For example, a status code representing withdrawn parts. Holdings statements will be built with a , (comma – a gap break) to indicate that this item is not held by the library.

**Treat items as held in Holdings displays** - If not set, the exported MARC record containing the location's holdings will be built showing either a non-gap or gap break (tag 863/4 subfield w is assigned a value of n or g respectively). As well, summary holdings statements (built according to the MARC21 standard) will display a non-gap break using a ";" (semicolon) and a gap break using a "," (comma). For example: v.1:no1(1976:Jan.)-v.1:no.4(1976:Apr.),v.1:no.6(1976:June),v.1:no.8(1976:Aug.)-v.1:no.10(1976:Oct.)

The library holds neither v.1:no.5(1976:May) nor v.1:no.7(1976:July).

**Include on WebOpac holdings display:** This setting allows libraries who want to display unbarcoded issues on the WebOpac holdings display to include only those issues with specific statuses. i.e. Received, Bound, etc.

In the case of a library wanting to show only barcoded issues on the Holdings display, no action is required. In the case of a library using Stack requests, the flag should be set for each status that stack requests can be placed against. i.e. if the library allows stack requests to be placed against unbarcoded issues with a status of Received, set the flag in the Received issue status record.

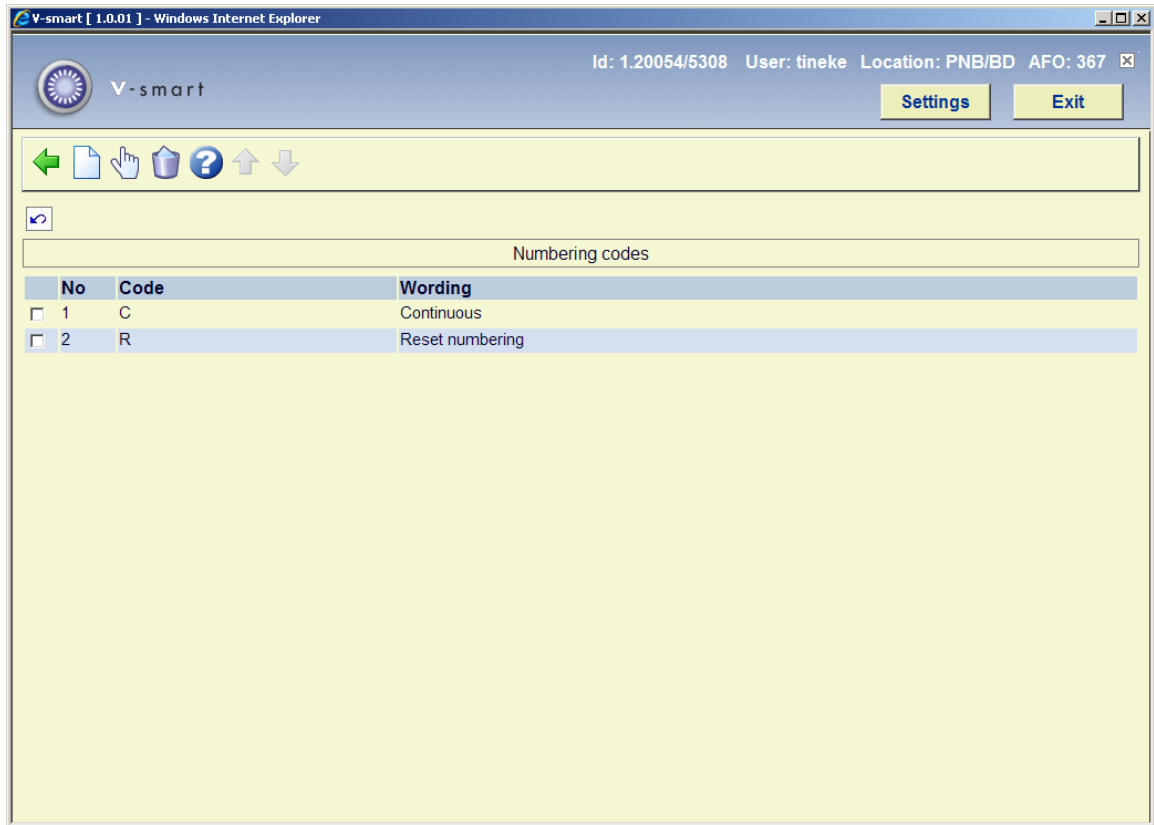
#### **Note**

The Holdings display will always show barcoded issues, regardless of the settings in AFO367 - Issue status codes.

## **367.8 Numbering codes**

Numbering codes are used to define whether an enumeration level has continuous numbering or should be reset when the level numbering changes.

After choosing this option an overview screen is displayed:



Each line in the grid represents a different Numbering code and consists of the **Code** and **Wording** assigned to the code.

### Options on the screen

**New [I]** – To add a new code. Please refer to section 367.8.1.

**Modify [\*]** – Select a code and then this option to change an existing code. Please refer to section 367.8.1.

**Delete [S\*]** – Select a code and then this option to delete an existing code. Do not delete codes that are already in use by the system.

**367.8.1 Add/update numbering code** After choosing the option **New** or the option **Modify** the following form will be displayed:

### Fields on the screen

**Code** – Unique identifier assigned to this code. Cannot be changed once the code has been added to the system.

**Wording** - Brief description in each language of the numbering code.

**Type** – choose from:

- Continuous numbering – choose this entry if numbering is continuous. A publication with 12 issues in a volume and continuous numbering will increment the volume numbering after 12 issues and keep increasing the issue numbering. For example, v.25:no.12 is followed by v.26:no.13 and then v.26:no.14.
- Reset numbering – choose this entry if numbering should reset/restart at 1 when the higher level of enumeration increases. For example, v.25:no.12 is followed by v.26:iss.1 and then v.26:no.2.

### Note

Changing the **Type** once a code is in use by the system will affect the numbering of predicted issues.

## 367.9 Enumeration codes

Enumeration codes are used to define the format of the numbering found in an enumeration level. Examples of different formats are numeric, alphabetic, roman numerals and free text..

After choosing this option an overview screen is displayed:



Each line in the grid represents a different Enumeration code and consists of the **Code** and **Wording** assigned to the code.

### Options on the screen

**New [I]** – To add a new code. Please refer to section 367.9.1.

**Modify [\*]** – Select a code and then this option to change an existing code. Please refer to section 367.9.1.

**Delete [S\*]** – Select a code and then this option to delete an existing code. Do not delete codes that are already in use by the system.

**367.9.1 Add/update enumeration code** After choosing the option **New** or the option **Modify** the following form will be displayed:

V-smart [ 1.0.01 ]

### Add/Update Enumeration code

Code

Wording [dut]

Wording [eng]

Wording [fre]

Type

- Numeric
- Alphabetic
- Roman numeral
- Free text

OK

Cancel

Help

### Fields on the screen

**Code** – Unique identifier assigned to this code. Cannot be changed once the code has been added to the system.

**Wording** - Brief description in each language of the enumeration code.

**Type** - choose from:


- Numeric – choose this entry if the numbering of the publication is numeric (i.e. 5, 25, 35, etc).
- Alphabetic – choose this entry if the numbering of the publication is alphabetic (i.e. predictions of A through Z).
- Roman numeral – choose this entry if the numbering of the publication is a roman numeral ( i.e. CIX).
- Free text – choose this entry to place a constant in the numbering of the publication.

### Note

Changing the **Type** once a code is in use by the system will affect the numbering of predicted issues.

# 367.10 Miscellaneous

After choosing this option the following input form will be displayed:

 **Miscellaneous**

Allow decentralized (location-specific) print layouts and printing for claims

    Suppress claiming for indexes

    Suppress claiming for supplements

Override password(s) to allow the deletion of all the receipt information

Override password(s) to delete serial receipt information when barcoded items are deleted


Automatically allow circulation of previous issue when next issue is received


Creation of citations - destination for Title


Format name	Wording	Tag/subfield (*)
Dublin Core	Dublin Core Metadata Element Set	
MARC21/B	MARC 21 Bibliographic Format	
MARC21/CI	MARC 21 Community Information Format	
Marc21Bcustom	Custom MARC 21 Bibliographic Format	
Request	Requests	
Smart	Vubis Sm@rt format for bibliographic descriptions	
Test2	Test format	
TestFormat	Test format2	
UniMarc/B	UniMarc - Bibliographic	
Vspaces	Vspaces MARC 21 Bibliographic Format	
Vspaces	Vubis Sm@rt forBroadcast Searching	

Creation of citations - destination for Numbering

Format name	Wording	Tag/subfield (*)
Dublin Core	Dublin Core Metadata Element Set	
MARC21/B	MARC 21 Bibliographic Format	
MARC21/CI	MARC 21 Community Information Format	
Marc21Bcustom	Custom MARC 21 Bibliographic Format	
Request	Requests	
Smart	Vubis Sm@rt format for bibliographic descriptions	
Test2	Test format	
TestFormat	Test format2	
UniMarc/B	UniMarc - Bibliographic	
Vspaces	Vspaces MARC 21 Bibliographic Format	
Vspaces	Vubis Sm@rt forBroadcast Searching	

Serials labels main document  

Binding alert main document  

Binding slip main document  

## Fields on the screen

**Allow decentralized (location-specific) print layouts and printing for claims:** – if checked, you can define different sets of claim print layouts for each location within your serials metainstitution. You would then generate and print claims (AFO 351/2/3) for each location within your serials metainstitution separately. If not checked, you create one set of claim print layouts and these layouts are used for all claim printing within your serials metainstitution. When you run AFO 351/2/3, claims for all



locations within your serials metalInstitution are processed.  
The location of a claim is determined by the location in the shelfmark of the subscription.

**Suppress claiming for indexes:** if checked no claims will be generated for items that have "Index" as their Type of Holding rather than "Issues" or "Supplements".

**Suppress claiming for supplements:** if checked no claims will be generated for items that have "Supplement" as their Type of Holding rather than "Issues" or "Index".

**Override password(s) to allow the deletion of all the receipt information:** The delete receipt option in AFO 311 is password controlled when deleting multiple receipts to prevent accidental deletion of all receipts. If you select more than one of the received, missing, claimed (all but expected) issues and attempt to delete them a warning message will appear. Next you will be asked for the password to confirm deletion. One issue at a time does not need a password.

**Override password(s) to delete serial receipt information when barcoded items are deleted:** In AFO111/121/423 - The message 'Do you want to delete the receipt information?' appears when deleting an item (barcode) that was received through Serials Control. When you define one or more passwords here, there will be a prompt for a password when attempting to delete such items.

**Automatically allow circulation of previous issue when next issue is received :** If this parameter is turned **off**, the system functions as in previous releases.  
If this parameter is turned **on**, the system allows the user to enter a 'Pending item category' when adding items through Serials receiving. If the Item category of the newly created item is a 'non-circulating' type, the system stores this Pending item category in the item. When the next serial issue for the subscription is received, the system will automatically update the Item category of the previously barcoded item with the Pending item category. The latest barcoded serial issue is kept out of circulation until the next issue is received. This parameter is set for each Serials metalInstitution.

**Creation of citations – destination for Title:** Enter the tag/subfield in the new citation record that should receive the contents of the !Title profile from the main title. This information is not defaulted into the bibliographic record if you link to an existing bibliographic record.

**Creation of citations – destination for Numbering:** Enter the tag/subfield in the new citation record that should receive the contents of the Numbering information from the serial issue. This information is not defaulted into the bibliographic record if you link to an existing bibliographic record.

**Serials labels main document:** Enter the name of the main document that must be used for printing labels of individual issues. See the help of AFO 354 and the [general help](#) on mailmerging for more information.

**Binding alert main document:** Enter the name of the main document that must be used for printing binding alerts. See the help of AFO 321 (binding) and the [general help](#) on mailmerging for more information.

**Binding slip main document:** Enter the name of the main document that must be used for printing binding slips. See the help of AFO 321 (binding) and the [general help](#) on mailmerging for more information.

## 367.11 Subscription index build

Use this option to rebuild all subscription indexes for all Meta institutions for Serials in the system. Subscription indexes include the Subscription number index, Alternate subscription number index and the index containing supplier reference numbers (both at the subscription and type of holding level).

## 367.12 Pattern template codes

This option allows for the maintenance (add, delete, modify, copy) of publication pattern templates. You can also add templates to the system by using the option "Save as template" when defining a serials publication pattern in AFO 321 (see the help for this AFO for more information).

These templates appear in a dropdown list when you are defining a new type of holding for a subscription in AFO 321.

After choosing this menu option an overview screen will be displayed:



The screenshot displays the 'V-smart [ 1.0.01 ] - Windows Internet Explorer' window. The header bar shows the user ID '1.20002/3424', user name 'tineke', location 'PNB/BD', and AFO '367'. Below the header is a toolbar with icons for back, forward, and search. The main content area is titled 'Pattern template codes' and contains a table with the following data:

No	Code
<input type="checkbox"/>	1 AnnualSupplement
<input type="checkbox"/>	2 Bimonthly
<input type="checkbox"/>	3 Biweekly
<input type="checkbox"/>	4 Daily-English
<input type="checkbox"/>	5 Monthly-English
<input type="checkbox"/>	6 Quarterly
<input type="checkbox"/>	7 Quarterly-ContinuousNumbering
<input type="checkbox"/>	8 Semimonthly
<input type="checkbox"/>	9 Semiweekly
<input type="checkbox"/>	10 ThreeTimesAYear
<input type="checkbox"/>	11 Weekly-Sunday
<input type="checkbox"/>	12 ZN

After installation this will contain various templates. But you are free to delete these and create your own.

### Options on the screen

**New:** Choose this option to define a new code. See section 367.12.1.

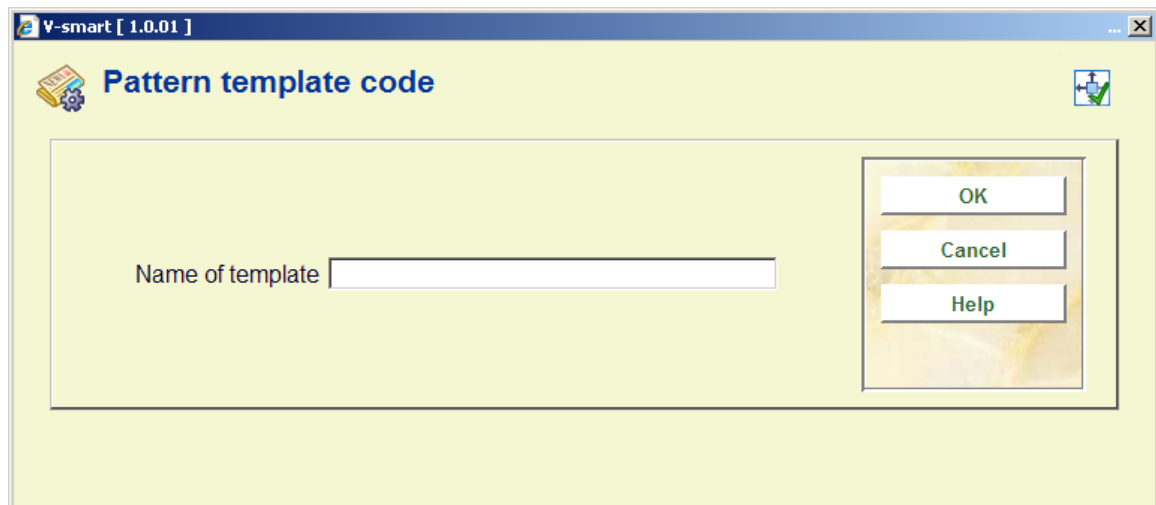
**Modify:** Select a code and choose this option to modify the properties. See section 367.12.2.

**Delete:** Select a code and choose this option to delete the code. The system will prompt for confirmation.

**Copy:** Select a code and choose this option to create a new code based on settings of the selected code.

## 367.12.1 New pattern template code

**New:** Choose this option to define a new code. An input form will be displayed:



The screenshot shows a dialog box titled "Pattern template code" from the application "V-smart [ 1.0.01 ]". The dialog has a light yellow background. On the left side, there is a text input field with the label "Name of template". On the right side, there is a button panel containing three buttons: "OK", "Cancel", and "Help". The "OK" button is at the top, "Cancel" is in the middle, and "Help" is at the bottom. There is also a small icon in the top right corner of the dialog area.

Enter a unique code and click **OK**, an input form will be displayed:

**Edit publication pattern**

Description

Supplier number

Status

Enumeration	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Captions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enumeration code (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of parts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Numbering code (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Chronology	Level 1	Level 2	Level 3	Level 4
Captions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chronology code (*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Base level

Frequency

Frequency notes

Auto predict

Compress holdings

Date range

OK

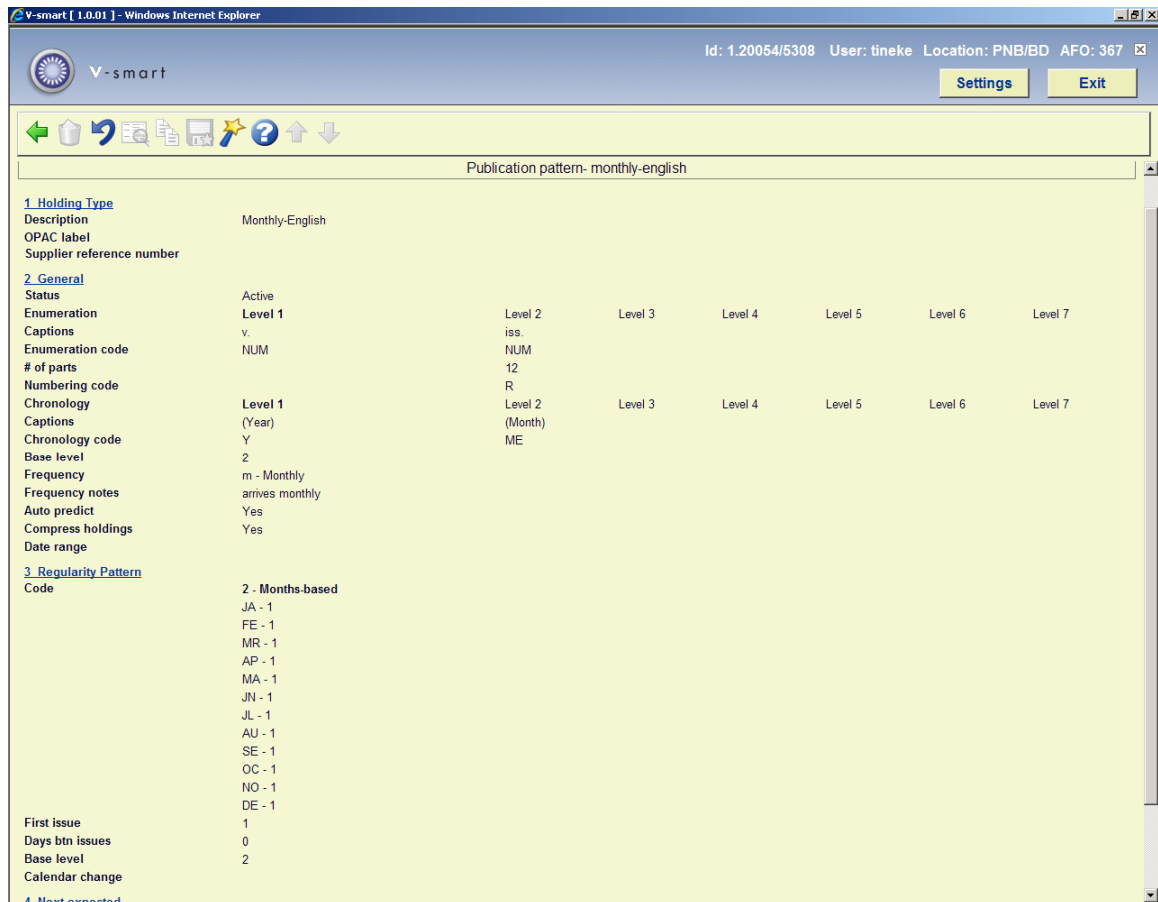
Cancel

Help

See the help for AFO 321 on Modifying Holding type and General groups for a full explanation of this screen.

## 367.12.2 Modify pattern template code

**Modify:** Select a code and choose this option to modify the properties. An overview screen will be displayed:



See the section on Publication pattern detail in the help for AFO 321 for an explanation of this screen.

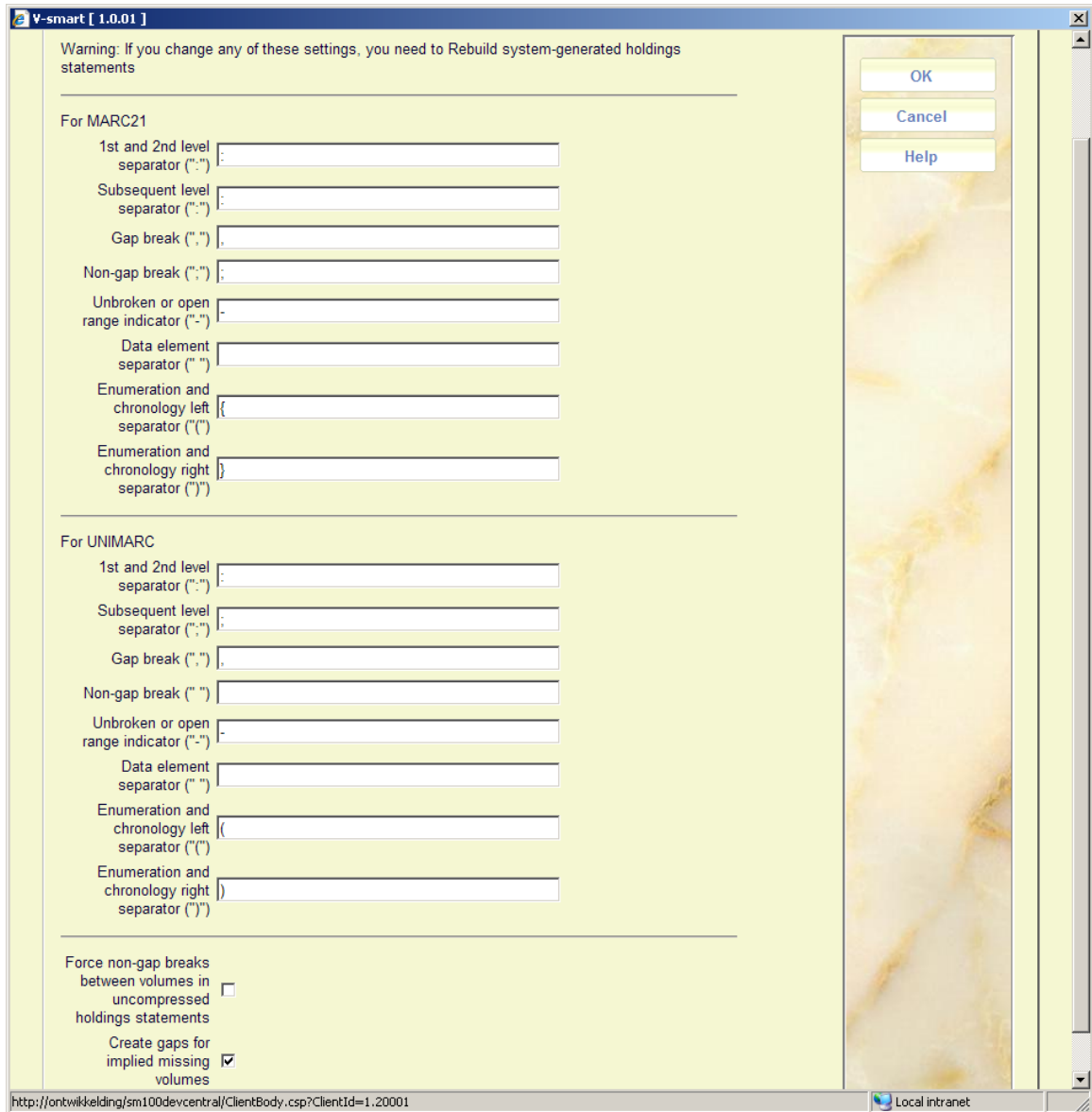
## Note

Not all options that are available in AFO 321 are available here.

## 367.13 Holdings statement punctuation

This option allows the user to change the settings of the punctuation for both MARC21 and UNIMARC as well as set the parameter, "Force non-gap breaks between volumes in uncompressed holdings statements". There will also be a warning on this form that the system-generated holdings statements will need to be rebuilt. The standard setting for each field will be shown in brackets.

After selecting this option, the following form will be displayed:



## Fields on the screen

**Punctuation settings:** , the user will be able to enter one or more characters. It is important to realise that the standards for punctuation allow only one character (see Z39.71 and ISO10324 for more information).

For example:

Vol.1:Iss.3:Pt.1(2005:Jan)

^ ^ ^ ^

| | | enum/chron right separator

| | enum/chron left separator

| subsequent level separator

1<sup>st</sup> and 2<sup>nd</sup> level separator

Vol.1:Iss.3(2005:Mar),Vol.1:Iss.6(2005:June)

^

Gap break (missing issue)

Vol.1:Iss.6(2005:June)-Vol.1:Iss.9(2005:Sep)

^

Open range indicator

Vol.1:Iss.3(2005:Mar);Vol.1:Iss.5(2005:May)

^

Non-gap break (missing issue was not published)

**Force non-gap breaks:** With this parameter turned **off**, uncompressed holdings statements will be built using the Data element separator. For Example,

If you have volumes 1, 2 and 3, the system will build the holdings statement as

v.1 v.2 v.3 (the data element separator (" ") is used to separate the volumes.

When this parameter is turned **on**, the system is forced to use the non-gap break separator between the volumes (v.1;v.2;v.3)

**Create gaps for implied missing volumes:** With this parameter turned **off**, holdings statements for non-subscription volumes are built based on the list of volumes that appear on the system. Volumes that are not held by the library should be added to the list of volumes

even though they are not received. If the holding consist of volumes 1 through 6 and volume 9, this will be displayed as "1 - 9" suggesting that also volumes 7 and 8 are held for this shelfmark.

When this parameter is turned **on** and the enumeration of a volume is numeric, the system will create gaps in the holdings statement when it finds non-sequential holdings. If the holdings consist of volumes 1 through 6 and volume 9, this will be displayed as "1 - 6 , 9".

**Please note**

After changing punctuation settings you must generate the holdings staements again (see below).

## **367.14 Rebuild system-generated holdings statements**

This option rebuilds all of the system-generated holdings in the system. After selecting this option, the standard form for scheduling processes will be presented.

**Please note**

This option must be run after changing punctuation settings (see above).



- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
1.0	July 2008	creation	
1.1	August 2008	new option for (non)circulating issues; new options for punctuation and WebOpac display	
2.0	January 2009	new option for label printing; new punctuation parameter	
3.0	August 2009	new mandatory fields; new deletion password for barcoded items; explanation of all field definitions; new options for binding part of 2.0 updates	
4.0	July 2010	New flag on form for issue status codes; changed info for some fields due to new AFO 279; more on issue status codes part of 2.0.06 updates	