

Sinclair Serials Linking Project:

Open the Cataloging module.

Click on the search icon.

Choose **call number** search and type in the call number from the spine of the journal.

Click on “do search”.

If the resulting screen shows multiple titles, choose the **upper and lower case** title. All upper case titles are C-Fly journals.

If the resulting screen only has one title or you can easily identify a unique title, click on the title and then click ‘OK”.

A bibliographic record will pop up.

Click on the hierarchy button in the upper right screen.

The resulting screen shows a hierarchical view of the bibliographic record, holdings records and item records.

If you find only one **Z Hamilton** or **Z Hamilton D0** holdings records (which the system calls MFHDs), STOP. Go on to the next title.

You should find more than one Z Hamilton or Z Hamilton D0 MFHDs. Be careful with different locations: Z Hamilton, Z Hamilton D0 and Z Hamilton Reference may sound similar, but are three different locations.

Click on the plus signs next to the Z Hamilton D0 MFHDs. Determine the MFHD with the greatest number of items. If two or more MFHDs have an equal number of items, choose the top most MFHD on the hierarchical view.

Click on the MFHD with the greatest number of items to highlight. Click on Retrieve.

The MFHD will open up.

Scroll down to the bottom of the MFHD.

Click on the gray square to the left of the last 866 tag line. An arrow will pop up in the square and the tag line will turn blue.

Hold down **Ctrl - C** to copy the line.

Hold down **Ctrl - V** to paste.

Click in the last tag line, the one you just pasted into the MFHD. Change the volume and numbering to match the volume you have in hand. Follow the attached instructions for call number format.

Click on the **Save to DB** icon or the Boat icon at the top to save.

You will create an item record for the volume you have in hand and link it to the holdings record with the greatest number of items attached.

Click on the New Items icon.

An item record will pop up.

Affix a barcode in the back of your volume. It should go on the back cover in the upper right hand corner.

When your item record pops up, you can immediately **TYPE** your barcode into the barcode field. Do not scan in your barcode, if you do, it will automatically save without completing the whole process.

Hit Tab four (4) times to get to the **Item type** and **type L** for **Library Use Only**.. Hit Tab twice to get to the **Enumeration** field.

Fill in **Enumeration**, **Chronology** and **Year** fields following the Instructions for Call Number Format.

Click on the **Save to DB** icon or the Boat icon at the top to save.

Close the New Item screen and continue on to the next volume.

Instructions for Call Number Format

Citation: v.12 March 2002

Link---> Enumeration: v.12
Chronology: Mar 2002
Year: 2002

Notice: no space after the <.> between the v and the 12 March had no period and only one space between the year.

Citation: v.42 March-April 1999

Link---> Enumeration: v.42
Chronology: Mar/Apr 1999
Year: 1999

Notice: no periods after month in March-April

Citation: v.43 no.1 October-December 1999

Link---> Enumeration: v.43 no.1
Chronology: Oct/Dec 1999
Year: 1999

Notice: there is a space between v.43 and no.1 but no comma.

Citation: Not an annual, but the year is the highest level of enumeration ex: 1999 March-May

Link---> Enumeration: 1999
Chronology: Mar/May
Year: 1999

Citation: An Annual: 2001

Link---> Enumeration: 2001
Chronology: <blank>
Year: 2001

Citation: v.23 March 2001 - February 2002

Link---> Enumeration: v.23
Chronology.: Mar/Feb 2001/2002
Year: 2001/2002

Notice: 2001 and 2002 are not abbreviated, because on the piece it says 2001 and 2002 fully. Not 2001-02.

Citation: v.23 September-October 1997/98

Link---> Enumeration: v.23
Chronology.: Sep/Oct 1997/98
Year: 1997/98

Notice: September, June and July are abbreviated to just 3 letters. There is a space constraint with the labeling program and even though it looks silly to us, we must follow MMM-MMM

Click on the boat to save and close the item record. Continue the same process for each volume.