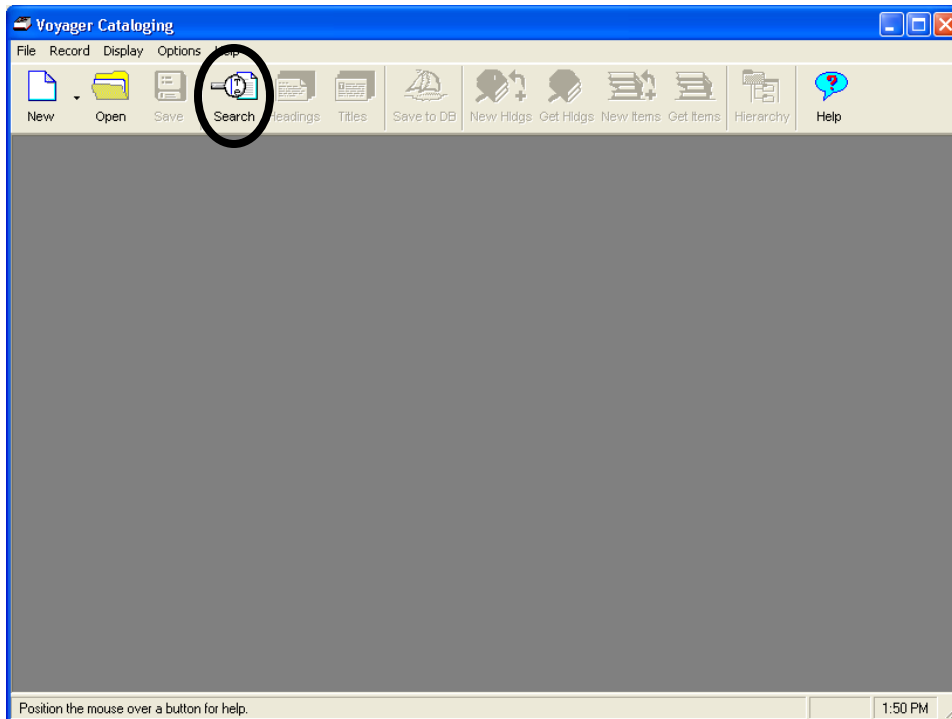


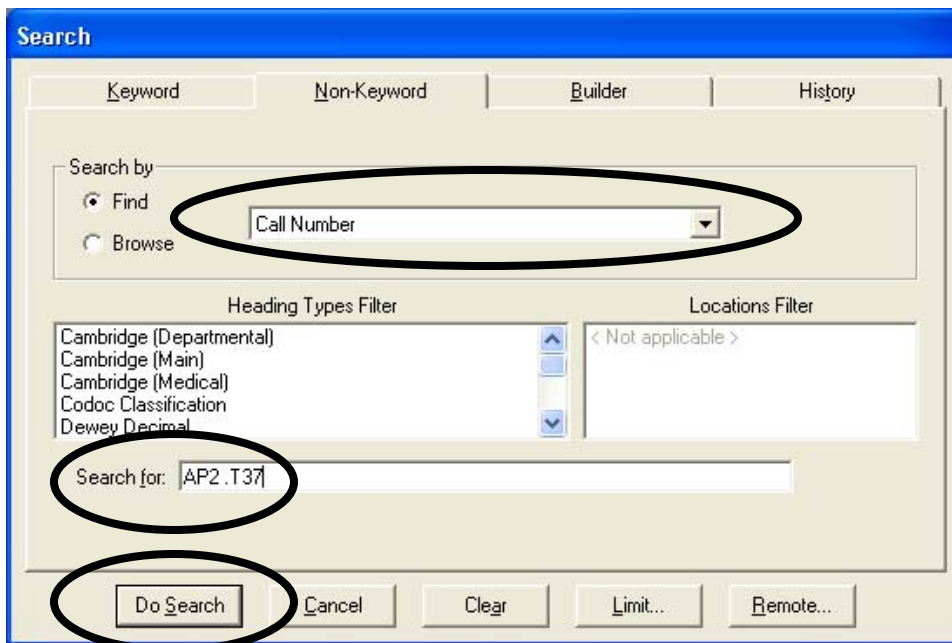
## Sinclair Serials Linking Project:

Open the Cataloging module.

Click on the search icon.

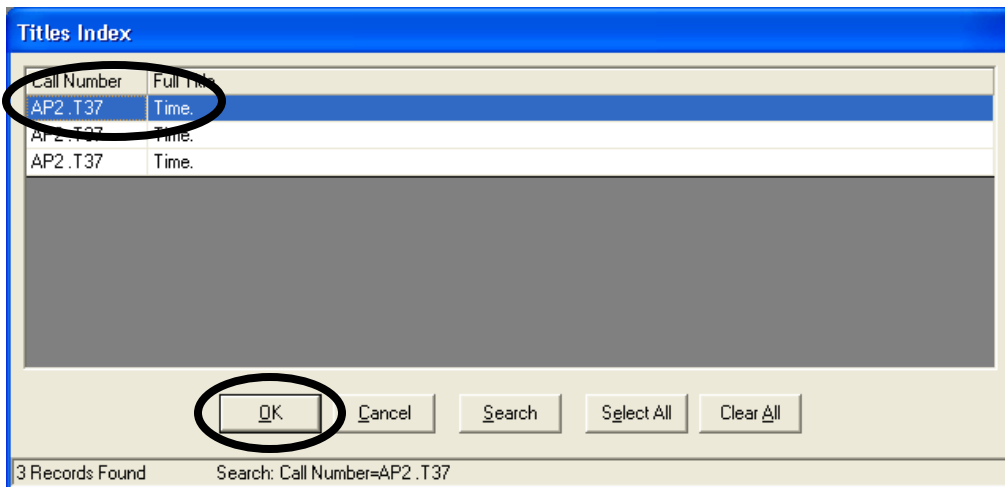


Choose **call number** search and type in the call number from the spine of the journal.



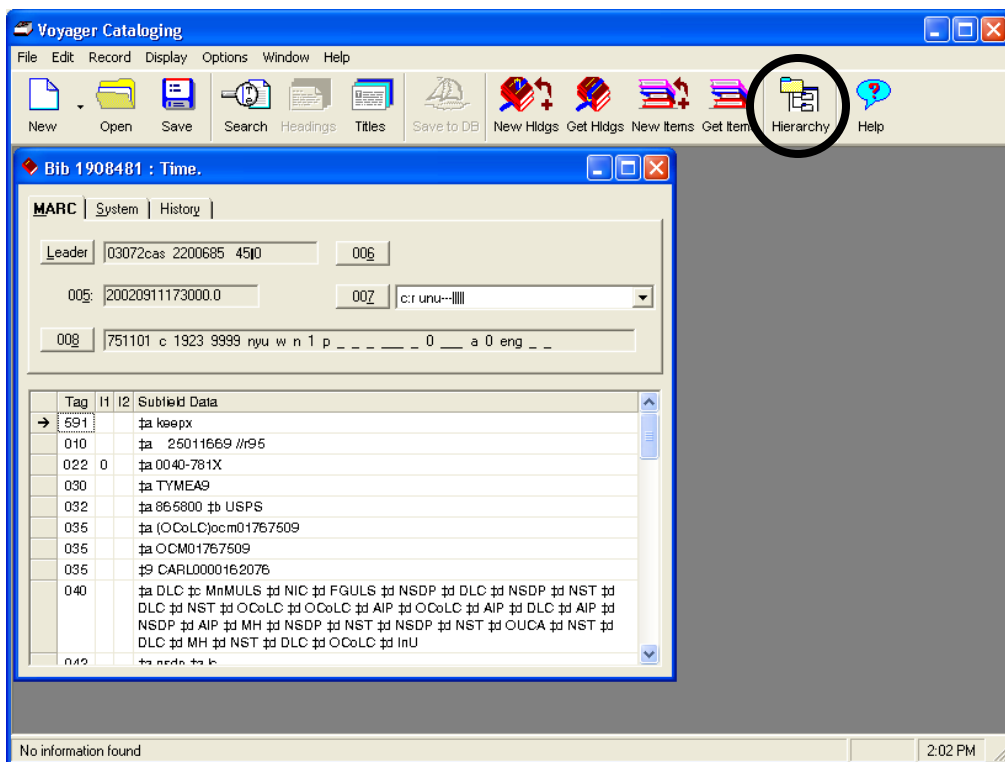
Click on "do search".

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.

Holdings and Items for bib 1908481

Bib ID	Title	Owning Library	
1908481	Time.	UHSsystem	
MFHD ID	Location	Call Number	Order Status
2978880	D Serials	HonCC Periodicals T	
3000545	E Periodicals	MICROFICHE	
2434983	E Periodicals	PERIODICAL BACKFILES	
3045876	L Microfilm	Time	
3045875	L Periodicals at Circ	PER Time	
567901	M Periodical	SHELVED BY TITLE	
2621238	OUL Main Collection	970417 WITHDRAWN	
2692677	OUL Main Collection	970417 WITHDRAWN	
2971021	QK Periodicals	KAP Periodicals-Paper	
2933572	X Periodicals	KAU MICROFILM	
2933894	X Periodicals	KAU PERIODICALS	
2532760	Z Hamilton D0	AP2 .T37	
2532761	Z Hamilton D0	AP2 .T37	
2631009	Z Hamilton D0	AP2 .T37	

Retrieve Close

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.

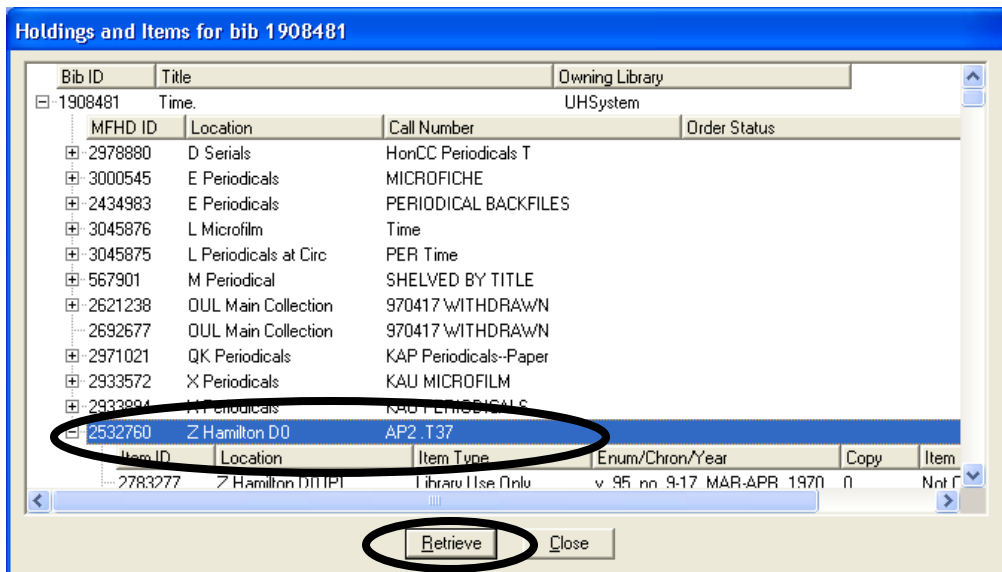
Click on the plus signs next to the Z Hamilton D0 MFHDs. Determine the MFHD with the greatest number of items. If two or more MFHDs have an equal number of items, choose the top most MFHD on the hierarchical view.

Holdings and Items for bib 1908481

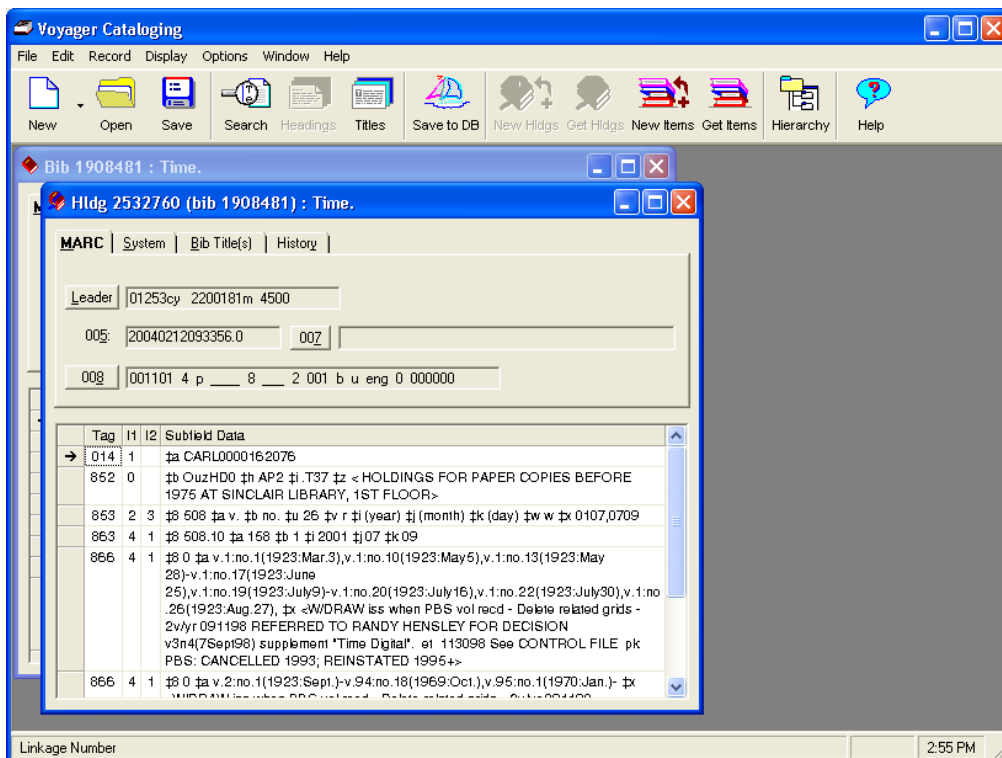
2933572	X Periodicals	KAU MICROFILM			
2933894	X Periodicals	KAU PERIODICALS			
2532760	Z Hamilton D0	AP2 .T37			
Item ID	Location	Item Type	Enum/Chron/Year	Copy	Item
2783277	Z Hamilton D0 [P]	Library Use Only	v. 95, no. 9-17, MAR-APR, 1970	0	Not C
2783278	Z Hamilton D0 [P]	Library Use Only	v. 1, no. 1-26, MAR-AUG, 1923	0	Not C
2783279	Z Hamilton D0 [P]	Library Use Only	v. 2, SEP-DEC, 1923	0	Not C
2783280	Z Hamilton D0 [P]	Library Use Only	v. 3, JAN-JUNE, 1924	0	Not C
2783281	Z Hamilton D0 [P]	Library Use Only	v. 4, JULY-DEC, 1924	0	Not C
2783282	Z Hamilton D0 [P]	Library Use Only	v. 5, JAN-JUNE, 1925	0	Not C
2783283	Z Hamilton D0 [P]	Library Use Only	v. 6, JULY-DEC, 1925	0	Not C
2783284	Z Hamilton D0 [P]	Library Use Only	v. 7, JAN-JUNE, 1926	0	Not C
2783285	Z Hamilton D0 [P]	Library Use Only	v. 8, JULY-DEC, 1926	0	Not C
2783286	Z Hamilton D0 [P]	Library Use Only	v. 9, JAN-JUNE, 1927	0	Not C
2783287	Z Hamilton D0 [P]	Library Use Only	v. 10, JULY-DEC, 1927	0	Not C
2783288	Z Hamilton D0 [P]	Library Use Only	v. 11, JAN-JUNE, 1928	0	Not C
2783289	Z Hamilton D0 [P]	Library Use Only	v. 12, JULY-DEC, 1928	0	Not C

Retrieve Close

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

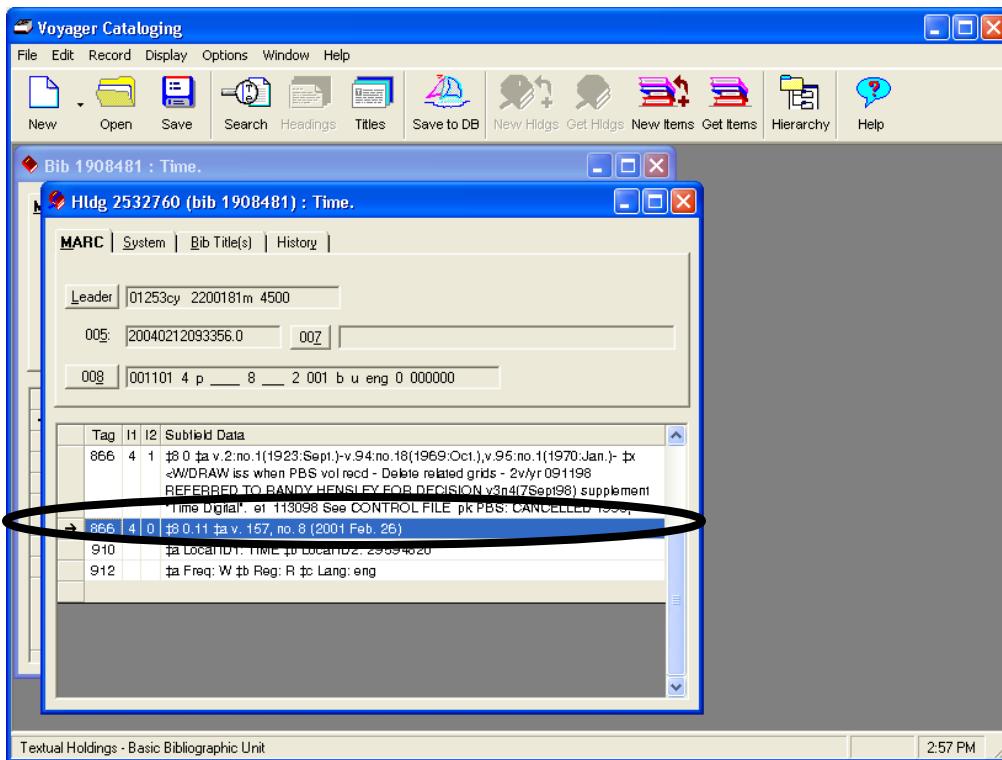


The MFHD will open up.



Scroll down to the bottom of the MFHD.

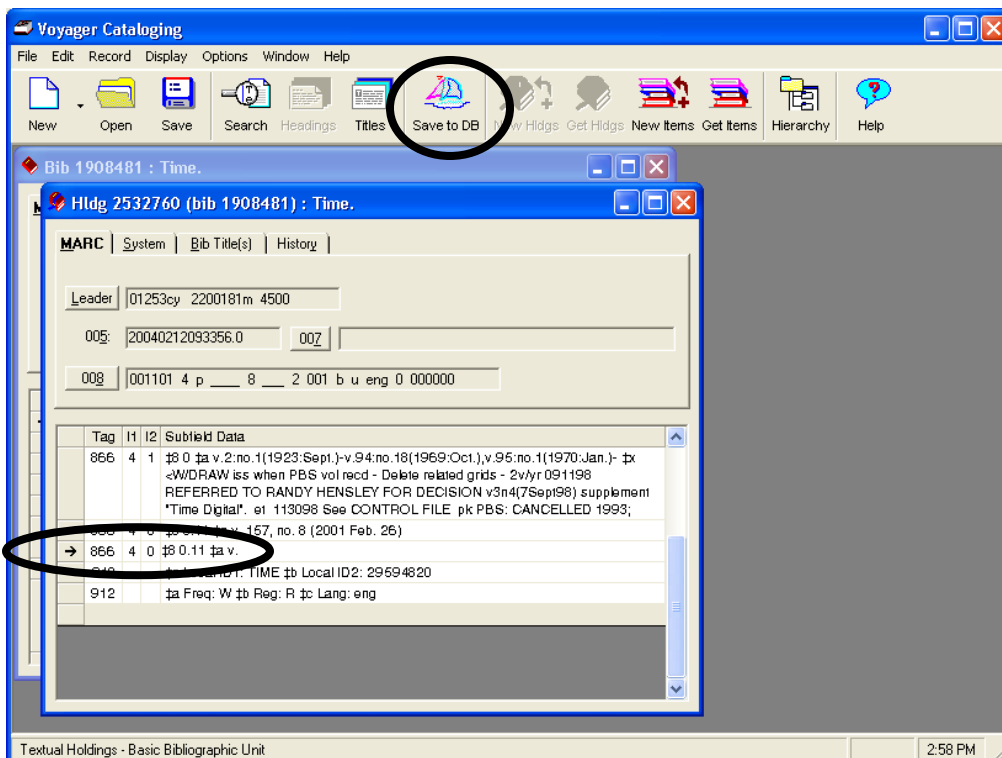
Click on the gray square to the left of the last 866 tag line. An arrow will pop up in the square and the tag line will turn blue.



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

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

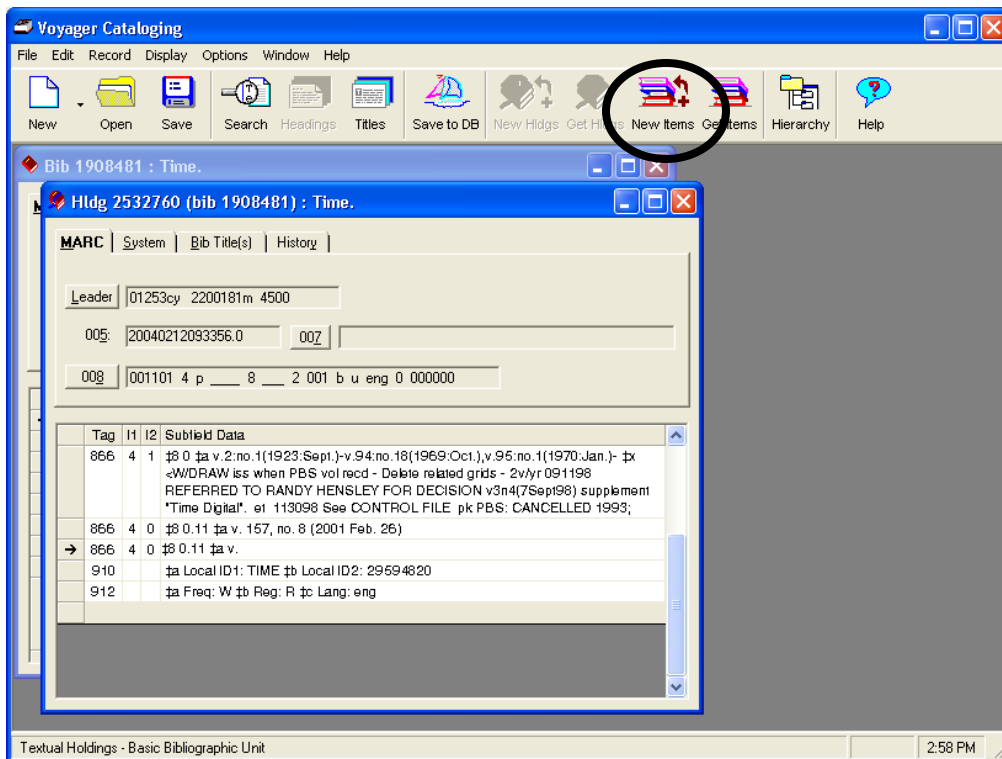
Click in the last tag line, the one you just pasted into the MFHD. Change the volume and numbering to match the volume you have in hand.



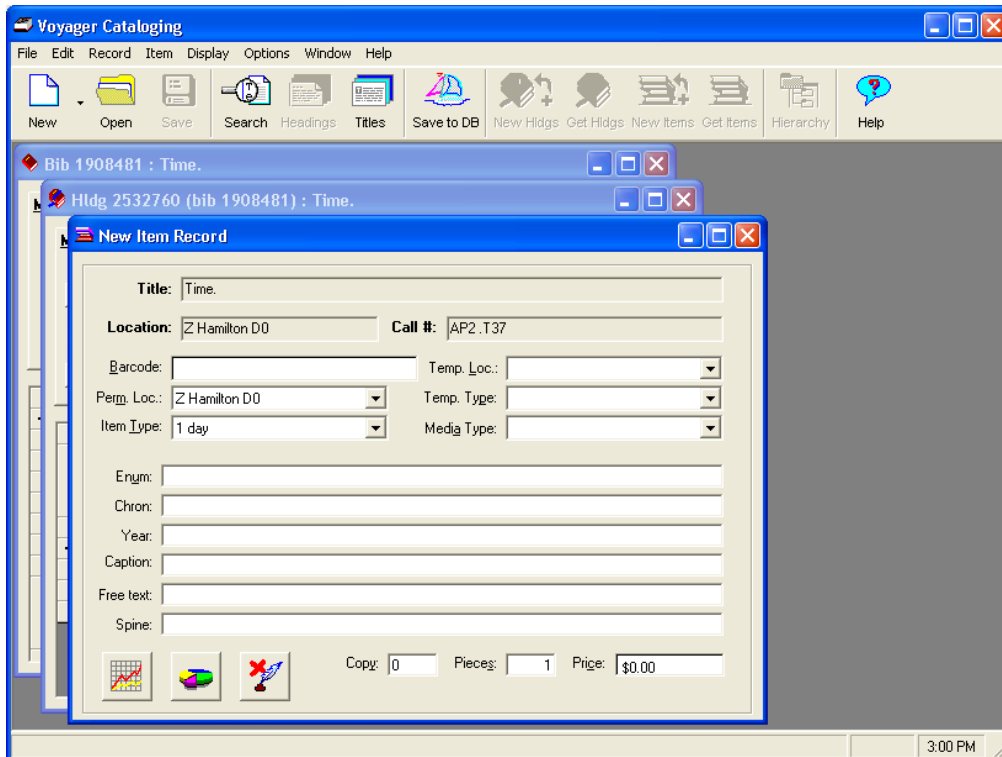
Click on the **Save to DB** icon or the Boat icon at the top to save.

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.

The screenshot shows the 'Voyager Cataloging' application window. The 'New Item Record' dialog box is open, displaying the following fields and values:

- Title: Time.
- Location: Z Hamilton D0
- Call #: AP2.T37
- Barcode: 100005678901 (circled in black)
- Temp. Loc.: [Dropdown]
- Perm. Loc.: Z Hamilton D0
- Temp. Type: [Dropdown]
- Item Type: 1 day
- Media Type: [Dropdown]
- Enum: [Text]
- Chron: [Text]
- Year: [Text]
- Caption: [Text]
- Free text: [Text]
- Spine: [Text]
- Copy: 0
- Pieces: 1
- Price: \$0.00

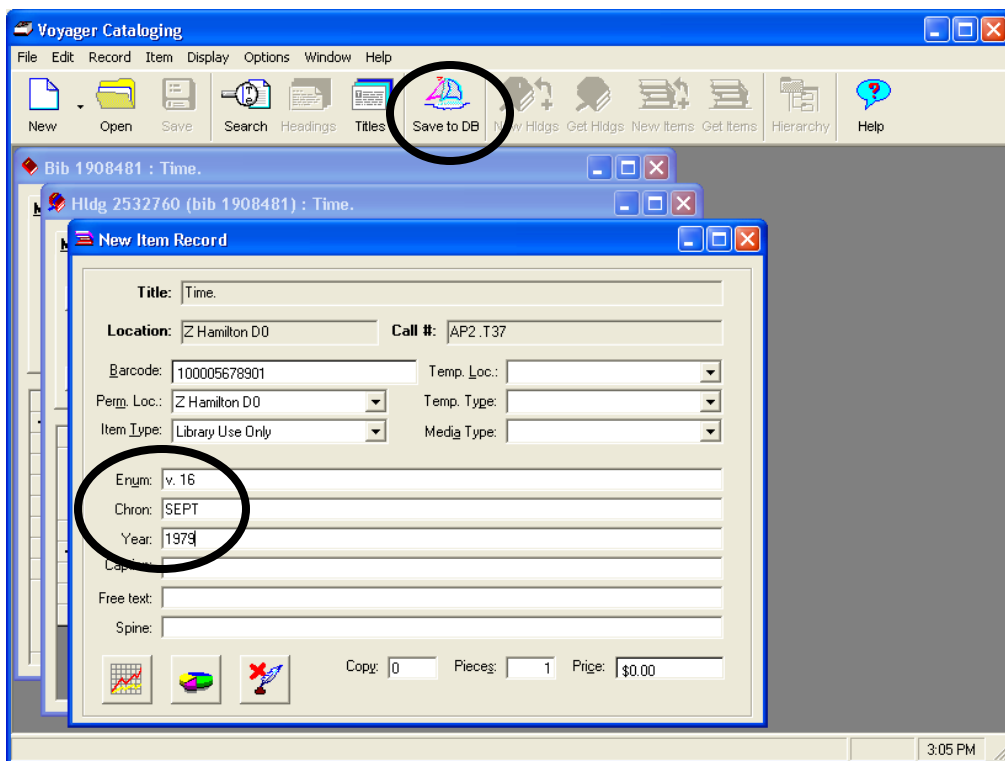
Hit Tab four (4) times to get to the **Item type** and **type L** for **Library Use Only**.

The screenshot shows the 'Voyager Cataloging' application window. The 'New Item Record' dialog box is open, displaying the following fields and values:

- Title: Time.
- Location: Z Hamilton D0
- Call #: AP2.T37
- Barcode: 100005678901
- Temp. Loc.: [Dropdown]
- Perm. Loc.: Z Hamilton D0
- Temp. Type: [Dropdown]
- Item Type: Library Use Only (circled in black)
- Media Type: [Dropdown]
- Enum: [Text]
- Chron: [Text]
- Year: [Text]
- Caption: [Text]
- Free text: [Text]
- Spine: [Text]
- Copy: 0
- Pieces: 1
- Price: \$0.00

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.

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### **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