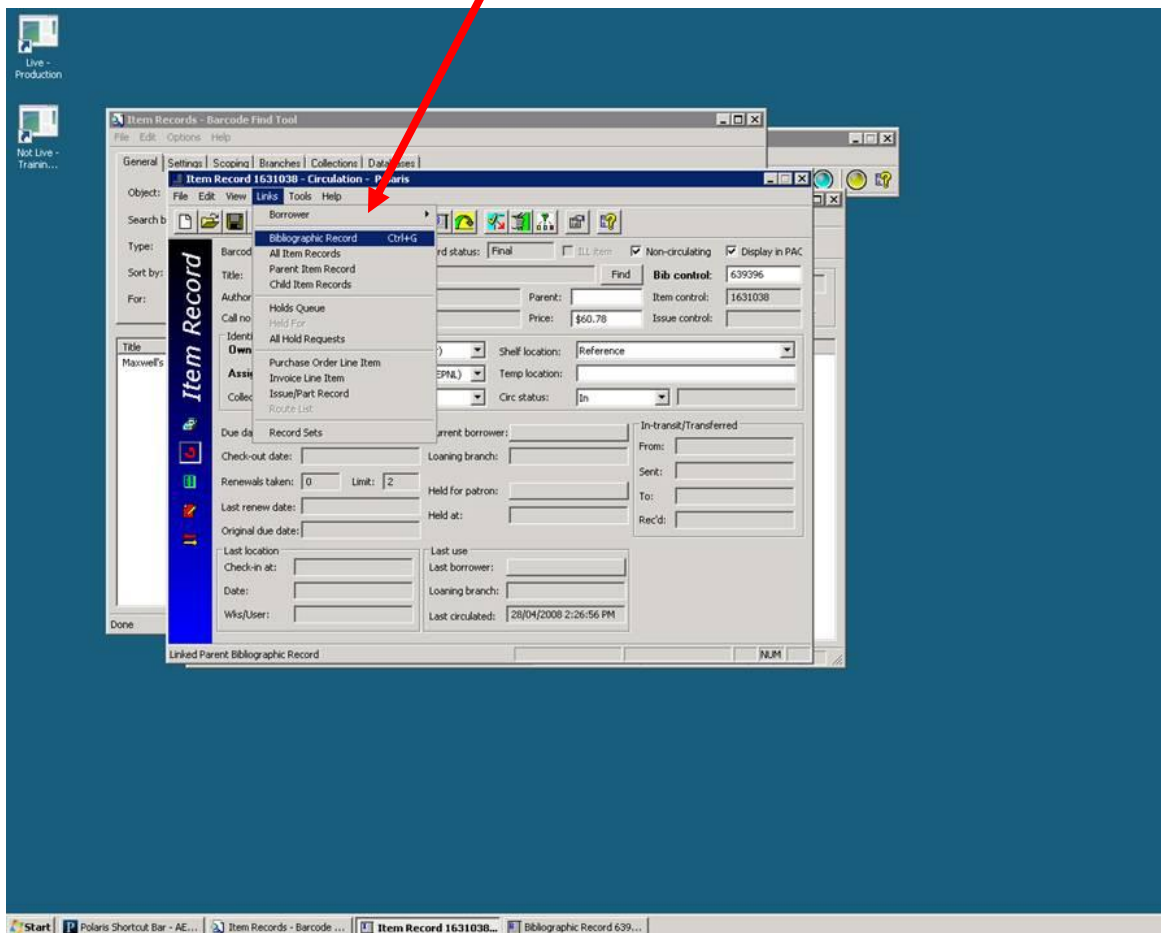


Alternative Method for Adding Periodicals

Please note that this method only works for periodicals, and only if you already have an existing volume of the magazine attached to the bibliographic record.

Follow these steps to locate the bibliographic record to add new volumes for an existing subscription:

1. In **Cataloguing**, search for **Item Record** by barcode and scan in an existing holding from the same periodical title.
2. From the Item Record, go the **Links** and select Bibliographic Record (or, if you are a keyboard shortcut kind of person, just hit **Ctrl-G** from within the Item Record). This will open the bibliographic record. Check to make sure that you are in the bibliographic record that you were looking for.



3. Once you are in the bibliographic record, simply follow the procedures outlined in the "Adding Items Records to a Bibliographic Record" document, beginning with Step 2.

Be sure to follow the TRAC Volume/Multipart Information for Library Staff guidelines when entering the volume field information, to ensure that the volume control function on the PAC works properly for patrons seeking specific issues of a magazine/periodical.

If you have a magazine/periodical that you can't find a bibliographic record for, you can just send it in on a cataloguing sheet. Simply send NLLS the earliest issue in your collection and we will base the record off of that. Since magazines and periodicals tend to be time sensitive, it is recommended to either use the "RUSH" option on the cataloguing sheet or wait until you have the second or subsequent issue so that patrons aren't waiting on the new issue to be catalogued.