

# Serials Control Background Info and Tips

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## Background info

Serials control records in Sirsi serve three main functions:

- 1) To allow for claiming
- 2) To allow for receipt of serials
- 3) Statistical purposes

Some information to keep in mind about serials controls:

- Serials controls are not created until we receive the first issue of a new subscription.
- Most Gov-Docs do not have serials controls. Almost all other unbound serials that we receive do have serials controls.
- Bound serials and standing orders only have serials controls if they are expected to be published regularly. Standing Orders are seldom published regularly so they seldom have serials controls.
- Almost all electronic journals that we receive have serials controls.

## Tips

Controls are attached to the **Item Search and Display** Icon (the Book with the small magnifying glass). To easily find controls you need to go to this wizard. (**Detailed Display** is what you want, if you hit **current title** it shows this automatically).

When looking at control records, if you get 2 buttons that say **Current Control** and **Current Title**, always use **Current Title**. If you set up your property to current record (which is the only option that says current) this reverts to **Current Control**, so it is best to not set the property to current record.

The first control screen (**Basic**) will provide general information. The important stuff is on the right:

**Status** - tells you what the status of the title is. **Suspended** and **Delay\_Publ** are very important as they indicate we expect to receive future issues, but they will be received much later than we expect.

**Category 1** – tell the payment status and form of the journal that we receive.

*Other useful tabs are:*

**Extinfo** - contains notes about the title. We put cancellation notes, notifies for patrons, and other relevant notes about the title here.

**Expected** - tells you which issues we expect to arrive (Enumeration & Chronology) and when we expect them (Date Expected). If an item is in the expected folder that *should* mean that it has not yet been received. You can click on the **None Rcvd** (to the far right) button for additional information.

**Received** - tells you which issues we have received (Enumeration & Chronology), the date we expected it (Date Expd) and the date we received it (Date Rcvd). We continually look at any differences between the expected date and the received date to help us with claims and future expected dates. You can click on the **More Information** (truncated and to the far right) button for additional information.

**Claimed** – tells you if we have claimed an item. Includes the issue (Enumeration & Chronology), the date we expected it (Date Expd) and the date we claimed it (Date clmd). For most items we claim an item twice so often the date claimed date would be much farther along than the date expected, this reflects the date of the second claim. You can click on the **More Information** (truncated and to the far right) button for additional information. If an item is in the claimed folder that *should* mean that it has not yet been received. Whenever we receive an item that has been claimed, sirsi removes the claim automatically. The absence of a claim in the folder also *does not* always mean that we have not claimed it. Also, the presence of the term NEVER in the date clmd field does not mean that we have not claimed the issue.