Configure publication pattern

Discover how to set a publication pattern for a serial in WorldShare Acquisitions.

Notes

- You must have started receiving a serial before you can set its publication pattern. For more information, see Serial issue workflow, below.
- Changing a publication pattern affects all WMS Acquisitions libraries that use it. Make sure any changes are accurate.

Serial issue workflow

1. Create (add) issue
   a. Required before doing 2, 3, or 4
   b. Created by any WMS Acquisitions library
2. Start receiving
   a. Indicates you plan to start receiving. Also, triggers claiming notices.
   b. Required before doing 3
3. Set publication pattern
4. Receive issue
   a. Received by any WMS Acquisitions library

Configure publication patterns

1. Search for the serial in the Discover items area on the left panel.
2. From the search results, click the serial’s title.
3. Click the Manage Issues tab.
4. In the upper left corner of the screen, below the Add issue button, click Edit or the pencil button. The Publication Settings dialog appears.
5. In the Publication Settings dialog, select an option from the Publication Frequency list

Note:
- All publication patterns require Chronology of the most recent issue to have more than the year (e.g. month year, season year, etc.).
- Seasons are not allowed for the Chronology of 3/Year.

Publication Frequencies and default volume and number/issue settings - Table

Changing the publication frequency changes the default settings and the Most Recent and Next Predicted
### PUBLICATION FREQUENCY

<table>
<thead>
<tr>
<th>Publication Frequency</th>
<th>Description</th>
<th>Increments After (Issue/Number After Which Volume Increments)</th>
<th>Resets After (Issue/Number After Which Volume Resets to 1)</th>
<th>Resets After (Issue/Number After Which Issue/Number Resets to 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>Once per year</td>
<td>1</td>
<td>Never</td>
<td>1</td>
</tr>
<tr>
<td>Bimonthly</td>
<td>Once every two months</td>
<td>6</td>
<td>Never</td>
<td>6</td>
</tr>
<tr>
<td>Biweekly</td>
<td>Once every two weeks</td>
<td>26</td>
<td>Never</td>
<td>26</td>
</tr>
<tr>
<td>Daily</td>
<td>Once every day</td>
<td>365</td>
<td>Never</td>
<td>365</td>
</tr>
<tr>
<td>Every 2 Years</td>
<td>Once every two years</td>
<td>2</td>
<td>Never</td>
<td>2</td>
</tr>
<tr>
<td>Every 3 Years</td>
<td>Once every three years</td>
<td>2</td>
<td>Never</td>
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<tr>
<td>Monthly</td>
<td>Once per month</td>
<td>12</td>
<td>Never</td>
<td>12</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Once every three months</td>
<td>4</td>
<td>Never</td>
<td>4</td>
</tr>
<tr>
<td>Semianual</td>
<td>Twice per year</td>
<td>2</td>
<td>Never</td>
<td>2</td>
</tr>
<tr>
<td>Weekly</td>
<td>Once per week</td>
<td>52</td>
<td>Never</td>
<td>52</td>
</tr>
<tr>
<td>3/Year</td>
<td>Three times per year</td>
<td>3</td>
<td>Never</td>
<td>3</td>
</tr>
</tbody>
</table>

6. You will see a display of Predicted issues. Check carefully to ensure that the pattern is correct. Adjust as needed.

7. Click Save. The publication pattern is set. The next time a WMS Acquisitions library receives an issue, the system automatically generates the next issue, so it can be received or claimed by your library.
Configure and manage skipped and combined issues

You can configure and manage skipped and combined issues for monthly prediction patterns only, rather than manually modifying monthly issues when they arrive due to a certain month being skipped or a month being combined with another month.

Note: Skipped and combined months should only be configured if they are skipped and combined every year. If a month or issue is skipped or combined only once, the month or issue in question should be edited.

1. Search for the serial in the Discover items area on the left panel.
2. From the search results, click the serial’s title.
3. Click the Manage Issues tab.
4. In the upper left corner of the screen, below the Add issue button, click Edit or the pencil button. The Publication Settings dialog appears.
5. In the Publication settings dialog, select the Acknowledge checkbox at the top of the dialog.
6. Click Skipped and Combined Issues to open the accordion.
7. Locate the month you want to configure and then select one of the following from the Publication Status drop-down list.
   - Skipped Issue - Select if this month of the year is skipped (i.e., no issue is published that month) annually.
   - Combined with [month] issue - Select if:
     - One or more months of the year are combined with another month annually
     - One month of a given year is combined with one month of the following year (e.g., December 2021 is combined with January 2022)

Select the month in which the combined issue is published. When combining two issues, the system will automatically calculate the shortest distance between those two months and if that is by having the months in different years, it will predict the issues in this way.

For example, if June, July, and August are all published together, but the issue comes out in July, you would select Combined with July Issue for both the June and August issues.

Note: The month in which a combined issue is published (e.g., July) should have a Publication Status of Published Issue. If you combine an issue with an issue that is not published, you will receive an error, and you will not be able to save the prediction pattern.

8. For combined issues, select one of the following from the drop-down list in the Enumeration Details column.
   - Single - Select when a combined issue only has a single value for the lowest-level enumeration (e.g., v.1 i.6 2021 June - August).
   - Range - Select when a combined issue has a range of values for the lowest-level enumeration (e.g., v.1 i.6-8 2021 June - August).

9. Your changes are displayed in the Next Predicted Issue section. Check carefully to ensure that the pattern is correct. Adjust as needed.

10. Once you have confirmed your publication pattern is correct, go to the top of the Publication Settings dialog and enter the correct values for Increments After and Resets After. If you do not change these values, then the month of the issue(s) predicted will be correct, but the enumeration values will not.

11. Click Save. Your updated publication pattern is set.