Circulation lists

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Discover how to create and manage Serials circulation lists in OLIB.
► Serials Management Reference Data > Circulation Lists

Overview

A journal circulation list can be created with any number of members on the list. Circulation Lists can be printed when needed as a batch after checking in issues. Each circulation list has a name and is attached to one or more Serial Copy records.

Note: Circulation lists are associated with individual Serial Copy records, not journal titles. The link to a Serial Copy is entered when the Serial Copy is created or modified.

This ensures there is no confusion about which list a 'checked in' issue is for. This is particularly useful when there are multiple lists for journals at various locations and not all the issues arrive at the same time.

Note: If you want a circulation list to be printed it is normally added to the Serial Copy before issues are generated. If you add it after the issues are generated, then when you add the circulation list, use the Update Circ.List on Iss.Copies button in Serial Copies. This will assign the Serial copy circulation list to all the Issue Copies that are still expected / to be checked-in.

Create a circulation list

Circulation Lists can be created at several points in the serials management process. Here it is assumed that the list will be created directly in the Circulation Lists domain and attached to the Serial Copy record later in the process.

2. OLIB assigns a unique number. Enter Short and Long descriptions.
   Note: A list can be linked to more than one journal so it may not always be appropriate to use the journal title itself.
3. In Members click Search to select and insert users to the list, either individually or as a group.

Remove a member from the list

2. In Members select the user to be removed and click available Actions.
3. Choose whether to remove the member from just the current List or from all Circulation Lists.

Note: To re-order the position of members on the Circulation List, select the user and click Up/Down to re-sequence.
Mark a member as a scanner/indexer

2. In Members select the user and click available Actions.
3. Choose Make Scanner to mark this user as someone who scans the journal (e.g. for a news service).
4. Choose Make Indexer to mark this user as someone who indexes this journal.

Set up controlled circulation

This is where you record when an issue is sent to the first user on the circulation list, when the user returns it and when it is sent to the next user on the list. In this way, you can keep track of the exact location of each copy of each issue.

1. Navigate to Serials Management > Serial Copies.
2. Retrieve the relevant Serial Copy.
3. Set the Controlled Circ? flag = Yes. When this flag is set to Yes, the Circ. List field on the Issue Copy record screen is populated with the names of the users on the relevant Serial Copy record’s circulation list.

Alternative routing list layouts

There are a number of different options for the information about the members of Circulation Lists which the System Manager can include on the layouts used to print the list. The System Manager should change the Routing List layouts, using the WorldView Client, to include the chosen option - or create a new layout for their own Circulation Lists.

<table>
<thead>
<tr>
<th>ATTRIBUTE NAME</th>
<th>FIELDS INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circ. List Members (A)</td>
<td>Name</td>
</tr>
<tr>
<td>Circ. List Members (B)</td>
<td>Date Seen / Name / Office Address (i.e. Room No.)</td>
</tr>
<tr>
<td>Circ. List Members (C)</td>
<td>Date Seen / Name / Department</td>
</tr>
<tr>
<td>Circ. List Members (D)</td>
<td>Date Seen / Name / Office Address (i.e. Room No.). This lists only those Users who are not flagged as 'Scanners' on the list.</td>
</tr>
<tr>
<td>Circ. List Members (E)</td>
<td>Date Seen / Name / Department / Room No.</td>
</tr>
<tr>
<td>List of Members</td>
<td>Name / Office Address / Date Sent / Date Returned</td>
</tr>
</tbody>
</table>

Note: The List of Members attribute should only be used with Controlled Circulation Lists.