Check in issues

Discover how to check in serial issues in OLIB.
►Serials > Check-in

Overview

This domain allows fast access to outstanding issues so that they can be quickly checked in. The default search is Outstanding Issues by Serial Title.

Automatic check in

This is a fast and efficient way to check in Serial issues where all copies arrive together and where any circulation lists are printed immediately after completing the check-in process. Do not use this method if:

- Copies arrive separately and/or are for various locations
- Circulation lists are to be printed manually when each individual issue is checked in
- Table of contents lists are needed
- Issues are to be barcoded

1. Navigate to Serials > Check in.
2. The search defaults to Outstanding Issues by Serial Title, do a wildcard search to obtain all issues ready to be checked in. Alternatively in Other Searches Today's Expected Issues by Serial Title may be more helpful for large collections.
3. In the list of outstanding issues, select the issues to be checked in.
   Note: Use Select All to select more efficiently and individually de-select what is not required.
4. In Actions, choose Automatic Check in.

Any Check in pop-up messages are displayed at this point. OLIB checks in the issues and creates Copy records as needed.

Location specific check in

Multi-site libraries may have two or more sites who check in their own copies of an issue. Some sites may even check in issues on behalf of other sites. This can be readily accommodated in OLIB using the location-specific check-in facility.

On a Serial Copy record, there is a field to specify which location the copy of the serial belongs to, the Owner Location. There is also a second location field to specify which location checks in the copies of issues associated with this serial copy, the Check In Location. In multi-site libraries where each site checks in its own copies and/or other sites’ copies on
their behalf, the Check In Location should be set accordingly.

To check in location specific copies:

1. Navigate to **Serials > Check in**.
2. The search defaults to Outstanding Issues by Serial Title. Change to **Outstanding Issues by Serial Title (This Location)**. This searches only outstanding issues at your location (the location on your user record). i.e. the search finds issues that have your user’s location specified in their Check in Location field.
3. In the list of outstanding issues, select the **issues** to be checked in.
4. In Actions, choose **Automatic Check in (This Location)**. This checks in only outstanding issues at your location (the location on your user record).

**Manual check in**

This checks in selected issues individually. Use this method if:

- Fewer copies arrive than the system is expecting
- You want to assign barcodes to copies at check in
- You want to print circulation lists as you check issues in
- Table of contents lists are to be printed

1. Navigate to **Serials > Check in**.
2. The search defaults to Outstanding Issues by Serial Title, do a wildcard search to obtain all issues ready to be checked in.
3. Alternatively choose **Outstanding Issues by Serial Title (This Location)**.
4. Click the **relevant issue** to display full details. This shows the serial and issue title, how many copies are expected, already received and still outstanding, followed by an Issue Copies list box with an entry for each copy of the issue. The list box shows when the copy is expected and, if it has already been checked in, when it was received and whether its circulation list has been printed. There is also an indication of whether there is a claim history for the issue copy.
5. In the Issue Copies list box select the copies you want to check in and from the available Actions choose **Automatic Check In**. OLIB checks the copies in, displays the system date as the Received date and adds the newly generated copy records to the Copies list box at the bottom of the screen. You can now click the Outstanding Issues by Serial Title search for another issue record to check in.

**Note:**

- If you use the manual check in option in conjunction with the location specific check in facility, you should click on **Layouts** to change the check in page to display the Check In Details (This Location) layout. This layout includes fields which are identical to the standard check in fields except that they only display issue copy and other details relating to the current user’s location.
- During manual check-in, if there is some doubt about which issue copies to select, the relevant issue copy can be identified in one of two ways:
  - The Issue Copies list box displays the supplier’s subscription reference (as entered when the subscription was placed originally).
  - The Circulation List Ref column can be cross-referenced with the relevant circulation list as displayed in the
Add copy barcodes

1. Click on the relevant copy record in the Copies list box to display the copy details page.
2. Switch to modify and add the barcode plus any other data.
3. Save your changes and close the copy details to return to the Check In page.

Barcode after check in

If serial issues are not barcoded at Check in this can be done later:

1. Go to the Titles domain and change the search option to Serial Issues by Serial Title.
2. Search for the serial title.
3. In the Cataloguing page, click the issue that has a copy to be barcoded.
4. In the issue Availability click the copy record that is to be barcoded.
5. In the Copy record, switch to modify and type/scan in the barcode.
6. Save the Copy record and close it to return to the issue title record. If you wish to see confirmation that the barcode has been added click on the Refresh button.
7. Return to the hitlist view and search for the next serial record to be barcoded.

Claimed issues

Any issues that are late arriving will have been claimed for, if you implement OLIB's serial claims. The hitlist includes a Claim Summary showing the date of the last claim; you can view any Note that was added to a claim event by hovering over Claim Summary.

Note:

- The Check-In domain includes refined searches for Issue Copies so that it is possible to filter searches in the Check In domain by e.g. Receipt Date. This allows you to list serial issues checked in between the specified dates.
- You can set a checked in alert notice so that library members can be alerted when a particular issue has been checked in. See Serial Issue Check-in Notice for more information.

Print circulation list

See Print circulation lists for more information.

Print table of contents list

See Print table of contents lists for more information.
Check in unexpected issues

See Check in unexpected issues for more information.