Adding periodical issues in Koha

In an effort to make individual magazine and newspaper items easier to locate, after lots of experimentation, here are our guidelines for adding barcoded items to Koha.

- 1. Search by ISSN (format: NNNN-NNNN)
 - a. It may take some searching to locate inside the item; it is often *very* fine print in magazines, and in unusual places.
 - b. If correct record displays, add a call number for your library to that record.
- 2. Add the item, using the usual item record fields, plus these subfields:
 - o. MAG T (ex. MAG A or MAG AH for American heritage)

We can be more flexible with call numbers in Koha than Sirsi, but <u>please be absolutely</u> consistent with your call numbers from one month to the next.

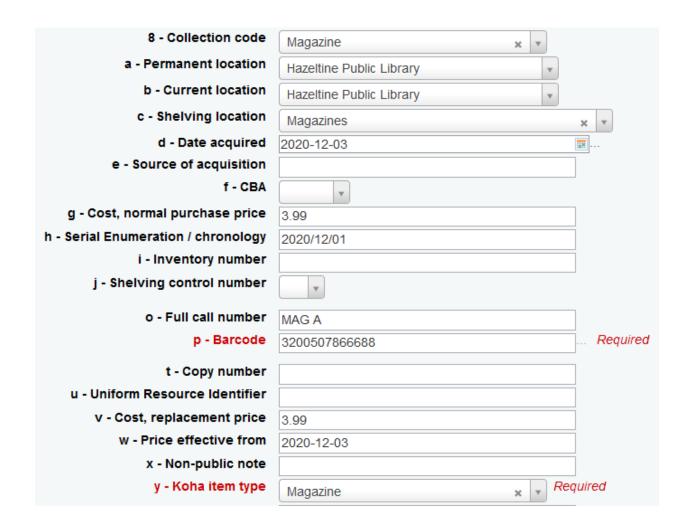
Note: <u>Please **do not** add the date in the call number subfield!</u> It adds confusion in the online catalog.

h. Serial enumeration/Chronology:

Add the issue date, with a format of YYYY/MM/DD.

For a monthly periodical date (March 2021), use 01 as the day: 2021/03/01.

<u>Use slashes</u> (/), <u>not dashes</u> (-) <u>for the date information, as the difference in those</u> <u>characters affects how the issue dates sort.</u> Keeping the format uniform will allow us to sort them in chronological order.



For a double-issue, use this format: YYYY/MM/DD – YYYY/MM/DD in the Serial enumeration field. Make sure you leave a space on either side of the dash in the center.

The incorrectly formatted entries (2^{nd} and 7^{th} lines) below are much harder to read,

5.00	2020/02/01 - 2020/03/01	1		MAG AR
3.99	2020/02 /01-2020/03/01	2		MAG A
5.99	2020/04/01 - 2020/05/01			MAG A
3.99	2020/04/01 - 2020/05/01	1		MAG A
3.99	2020/06/01 - 2020/07/01	2		MAG A
5.00	2020/06/01 - 2020/07/01			MAG AR
4.99	2020/06 /01-2020/07/01	1	1	MAG A

but the other correct entries are much clearer.

Yes, we do need the year for both the start and end dates in a double-issue. Some issues are December – January.



For an annual issue, like *Consumer reports buying guide*, add the year first in Serial enumeration.

8 - Collection code a - Permanent location b - Current location C - Shelving location d - Date acquired e - Source of acquisition f - Coded location qualifier g - Cost, normal purchase price h - Serial Enumeration / chronology i - Inventory number j - Shelving control number o - Full call number p - Barcode Nonfiction Myers Memorial Library Adult Non-Fiction 2016-11-18 10.00 2017 BUYING GUIDE 640.73 C 3200506616095				
b - Current location c - Shelving location d - Date acquired e - Source of acquisition f - Coded location qualifier g - Cost, normal purchase price h - Serial Enumeration / chronology i - Inventory number j - Shelving control number o - Full call number 640.73 C	8 - Collection code	Nonfiction × v		
c - Shelving location d - Date acquired e - Source of acquisition f - Coded location qualifier g - Cost, normal purchase price h - Serial Enumeration / chronology i - Inventory number j - Shelving control number o - Full call number 640.73 C	a - Permanent location	Myers Memorial Library		
d - Date acquired e - Source of acquisition f - Coded location qualifier g - Cost, normal purchase price h - Serial Enumeration / chronology i - Inventory number j - Shelving control number o - Full call number 640.73 C	b - Current location	Myers Memorial Library		
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f - Coded location qualifier g - Cost, normal purchase price 10.00 h - Serial Enumeration / chronology i - Inventory number j - Shelving control number o - Full call number 640.73 C	d - Date acquired	2016-11-18		
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h - Serial Enumeration / chronology i - Inventory number j - Shelving control number o - Full call number 640.73 C	f - Coded location qualifier			
i - Inventory number j - Shelving control number o - Full call number 640.73 C	g - Cost, normal purchase price	10.00	j .	
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p - Barcode 3200506616095	o - Full call number	640.73 C	7	
	p - Barcode	3200506616095]	

It may sound strange, but we ask you to add them this way to allow them to sort chronologically systemwide, using the Serial enumeration/chronology subfield. This will make it easier for patrons to locate the specific issue(s) they want.

3/18/2021