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 consistent with your call numbers from one month to the next.</u>

   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 characters affects how the issue dates sort.</u> Keeping the format uniform will allow us to sort them in chronological order.

8 - Collection code	Magazine
a - Permanent location	Hazeltine Public Library
b - Current location	Hazeltine Public Library
c - Shelving location	Magazines
d - Date acquired	2020-12-03
e - Source of acquisition	
f - CBA	
g - Cost, normal purchase price	3.99
h - Serial Enumeration / chronology	2020/12/01
i - Inventory number	
j - Shelving control number	
o - Full call number	MAG A
p - Barcode	3200507866688 ... *Required*
t - Copy number	
u - Uniform Resource Identifier	
v - Cost, replacement price	3.99
w - Price effective from	2020-12-03
x - Non-public note	
y - Koha item type	Magazine *Required*

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 (2nd and 7th 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.

2020/12/01 - 2021/01/01

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

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

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

3/18/2021