Creating a Checkin Record and Checkin Card

Search the database in the same manner as would be used for any PRINT item: title, ISSN instead of ISBN, or SkyRiver number if available. Make sure that the Bib record matches issue in hand. When you click on the Summary button, it should look something like this.

Click on the View menu changing View from a All to c Checkin. The Attach New Checkin button will appear. You will only need to create 1 Check-in record for each title. You can create multiple Check-in Cards if you wish but it isn’t necessary. (You may see Checkin Records for other libraries. You cannot make changes to other libraries’ Checkin Records, nor can any other libraries make changes to your Checkin Records.)

Click on Attach New Checkin to begin creating the Checkin Record. Depending on how your login is set up, you may need to select a Checkin Record template.
Sierra will walk you through, step-by-step, the process of creating the checkin record.

To advance to the next data box just hit Enter or click on NEXT, but there are places where hitting the ENTER KEY won’t always advance you.

**Double-clicking in the white area inside each box will bring up a list of available codes from which to select.**

- **SCODE1** = Enter the code for the month the subscription expires
- **SCODE2** = Frequency of Publication
- **Lib Has** = Holding Statement
  - *e.g.* Retains latest 6 years. *or* Retains latest 11 years.
  - If you plan on retaining all of the issues indefinitely, click NEXT to close out creating a checkin record. We will record the holdings of this type of record through Holding function. SEE PAGE 3

After the **Lib Has** field, a new window will pop up. If it is difficult to read the captions you can use the mouse to drag the sides of the window to make it larger.
Leave **Status** as **C Current**

Leave **Display mode** as **C Box Display**

If you are going to barcode issues for circulation, mark the check box next to **Create Item during check-in**.

**Update Holdings?** If you are added a holdings statement earlier in the Lib Has field (such as Retains latest 2 years), leave this answer as NO.

If you skipped over the Lib Has field and you have a definite beginning point that you intend to keep, then set this answer to YES.

**Items on Card** will depend on the frequency of the item and how many issues you intend to keep on shelf.

For example, if you have a bimonthly magazine and you keep 2 years, you may only want 12 items on a card.

If it is a monthly magazine and you keep 5 years of issues on shelf you would set 60 items on a card.

Set the **Frequency** to the expected publication schedule. This will set the arrival pattern on the check-in card.

**Cover date** is that of the first issue you wish to check-in. For the first **Expected date** – ESTIMATE. You need to enter this date exactly as MM-DD-YYYY, if you don’t, Sierra won’t let you work in any other field. Don’t worry too much about the Estimated date. Sierra will make adjustments to the Expected date field based on when you check in each issue. It will get more accurate over time.

Record the **volume** and **issue/number** of the first issue you have for this title (if any). This information will appear in the Checkin boxes.

Enter how many issues make up a volume.

If each Volume begins again at number 1 (e.g. Vol. 12, No. 1), set **Numbering continuity** to **Restart**.

If the issue numbers do not reset with each volume (e.g. Vol. 12, No. 165), set **Numbering continuity** to **Continue**.

Set **Days before claim** to 14 for now and
Set both **Unit of binding** and **Binding delay** to 0.

Click OK.

Click on the Save button to save the Check-in Record.
Checking in issues.

Select the Check-in tab on the left side of the screen to begin checking in issues.

To check in a new issue, just highlight the appropriate box on the card and click on the Check In button. If you set things up to create an item record when you check-in issues, Sierra will walk you through creating that item record. Be sure to click the Save button when you’re finished.
Adding Boxes to a Card

What happens when you run out of boxes on the check-in card? The easiest thing to do is to add more boxes to the card.

To do this, begin by clicking on the Tools Menu at the top of the screen.

Then select the Box Menu.
Next, select Extrapolate Boxes.

In the next window, for Number of times, enter the number of new boxes you wish to add to the card. Then Click OK.

The new boxes will be added to the end of the card.
Deleting Boxes from a Card

To Delete boxes from the card, first select the boxes you wish to delete, then select the Tools Menu from the top of the screen.

Next, select the Box Menu.

Then select Delete Boxes.

You will be asked to make sure you want to delete the boxes.

If there are item records linked to these boxes, you will be asked to select which items to delete. Uncheck the check mark next to any item records you don’t want deleted from Sierra, then click the Submit button. Be sure to double-check your selections before clicking the Submit button. Once the boxes and items are deleted, they can’t be restored. You can recreate the check-in boxes and item records, but you will lose any circulation information that was recorded on the deleted item records.