

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.

Summary

R... c30000270

Bib-Level ... 0

View a All

| # | Record Number | DESCRIPTION |
|----|---------------|--|
| 1 | c30000270 | Other: CEDARSPGS |
| 2 | c52002815 | Other: GREENVLE |
| 3 | c58001360 | Other: FREMONT |
| 4 | c74000342 | Other: HUDSONVLE |
| 5 | c26000908 | Other: HASTINGS |
| 6 | c22000379 | Other: WAYLAND |
| 7 | c62000692 | Other: HESPERIA |
| 8 | c72001124 | Other: LOUITT |
| 9 | c66002977 | Other: WHITECLOU |
| 10 | 173666002 | LOCATION:ecf BARCODE: CALL #:October 2008 VOLUME:v.26 no.2 |
| 11 | 1339786607 | LOCATION:nfr BARCODE:31286002541231 CALL #:December/January 2020 VOLUME:v.36 no.6 Dec/Jan 2020 |
| 12 | 157088925 | LOCATION:nfr BARCODE: CALL #:2003-04 APR VOLUME:v.20 no.3 Apr 2003 |

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.)

Summary

R... c30000270

Bib-Level ... 0

View c Checkin

Attach New Checkin

| # | Record Number | LOCATION | IDENTITY | STATUS | FREQUENCY | BOXES |
|---|---------------|------------------|----------|--------|-----------|-------|
| 1 | c30000270 | Other: CEDARSPGS | | | | |
| 2 | c52002815 | Other: GREENVLE | | | | |
| 3 | c58001360 | Other: FREMONT | | | | |
| 4 | c74000342 | Other: HUDSONVLE | | | | |
| 5 | c26000908 | Other: HASTINGS | | | | |
| 6 | c22000379 | Other: WAYLAND | | | | |
| 7 | c62000692 | Other: HESPERIA | | | | |
| 8 | c72001124 | Other: LOUITT | | | | |
| 9 | c66002977 | Other: WHITECLOU | | | | |

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.

Summary

New

New CHECKIN

Select Template

- _c: Checkin default
- checki: checkin records
- nsmag: Newwaygo Checkin record**

Select Cancel

Created: NOVEMBER 27, 2020

Sierra will walk you through, step-by-step, the process of creating the checkin record.

b19874649
TITLE National geographic traveler.
LOCATIONS ec ,mg ,nf ,oh ,bh ,aw ,nh ,ol ,nw

Summary | New

New CHECKIN

...New CHECKIN

...New CHECKIN

New Routing 0

Bib-Level ... 0

Edit Data [X]

SCODE1 [---] [Next] [Cancel New Record Creation]

SCODE3 [---]

SCODE4 [---]

RLOC 28 Newaygo Area District Lib

UPDCNT i INCREMENT

VENDOR

PCOUNT

LIB HAS 866 [] []

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.

Select [X]

[---] a JANUARY

b FEBRUARY c MARCH

d APRIL e MAY

f JUNE g JULY

h AUGUST i SEPTEMBER

j OCTOBER k NOVEMBER

l DECEMBER

[OK] [Cancel]

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.

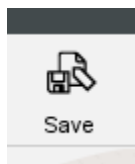
Enter how many issues make up a volume.

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.

A screenshot of the "Create Card" dialog box. The "Status" is set to "C Current" and "Items on card" is 24. "Display mode" is "C Box Display" and "Order record" is "No Order Selected". The "Create item during check-in" checkbox is checked, and "Suppress OPAC display" is unchecked. "Update Holdings?" is set to "No". There are tabs for "Issues", "Supplements", and "Indexes". The "Cover Expected Dates" section shows "Frequency" as "b Bimonthly". A table shows "Cover date" as "1st Jun 2024" and "Expected date" as "1st 06-01-2024". The "Enumeration" section has "Volume" 12, "Issue" 1, "Issues per volume" 6, and "Numbering continuity" set to "r Restart". The "Claiming Binding" section has "Days before claim" 14, "Unit of binding" 0, and "Binding delay" 0. At the bottom are "Advanced", "OK", and "Cancel" buttons.

Checking in issues.

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

The screenshot shows a software window titled 'c64000898' with a menu bar (File, Edit, View, Go, Tools, Window, Help) and a toolbar (Save, View, Edit, Summary, Print, Close). Below the toolbar is a metadata section with fields for 'b19874649', 'TITLE National geographic traveler.', and 'LOCATIONS ec ,mg ,nf ,oh ,bh ,aw ,nh ,ol ,nw'. The main area is divided into a 'Summary' sidebar and a 'Card' main panel. The 'Summary' sidebar lists 'R... c64000898', 'C... c64000898' (circled in red), 'H... c64000898', 'Routing 0', and 'Bib-Level ... 0'. The 'Card' panel has a 'Check-in date' dropdown set to 'Wed Nov 29 2023', a 'Create item' checkbox checked, and an 'Update Holdings?' dropdown set to 'No'. A 'Check In' button is located to the right of these controls. Below the controls is a grid of expected dates for various volumes:

| Jun 2024 | Aug 2024 | Oct 2024 | Dec 2024 | Feb 2025 | Apr 2025 |
|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| EXPECTED 06-01-2024 | EXPECTED 08-01-2024 | EXPECTED 10-01-2024 | EXPECTED 12-01-2024 | EXPECTED 02-01-2025 | EXPECTED 04-01-2025 |
| v.12 no.1 | v.12 no.2 | v.12 no.3 | v.12 no.4 | v.12 no.5 | v.12 no.6 |
| Jun 2025 | Aug 2025 | Oct 2025 | Dec 2025 | Feb 2026 | Apr 2026 |
| EXPECTED 06-01-2025 | EXPECTED 08-01-2025 | EXPECTED 10-01-2025 | EXPECTED 12-01-2025 | EXPECTED 02-01-2026 | EXPECTED 04-01-2026 |
| v.13 no.1 | v.13 no.2 | v.13 no.3 | v.13 no.4 | v.13 no.5 | v.13 no.6 |

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.

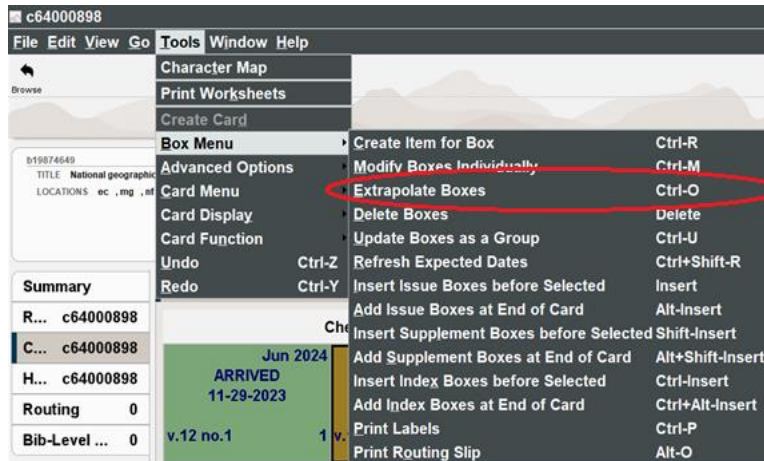
Adding Boxes to a Card

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 'Extrapolate Boxes' dialog box is shown. It has a title bar with a close button. The 'Number of times' field contains the value '6'. Below this is a section for 'Issues' with a sub-section for 'Cover Expected Dates'. This section contains fields for 'Cover date', 'Expected date', 'Issue month', and 'year'. The 'Cover date' is '1st Jun 2028' and the 'Expected date' is '1st 06-01-2028'. Below this is a section for 'Starting Enumeration' with fields for 'v.' (16) and 'no.' (1). At the bottom are 'OK' and 'Cancel' buttons.

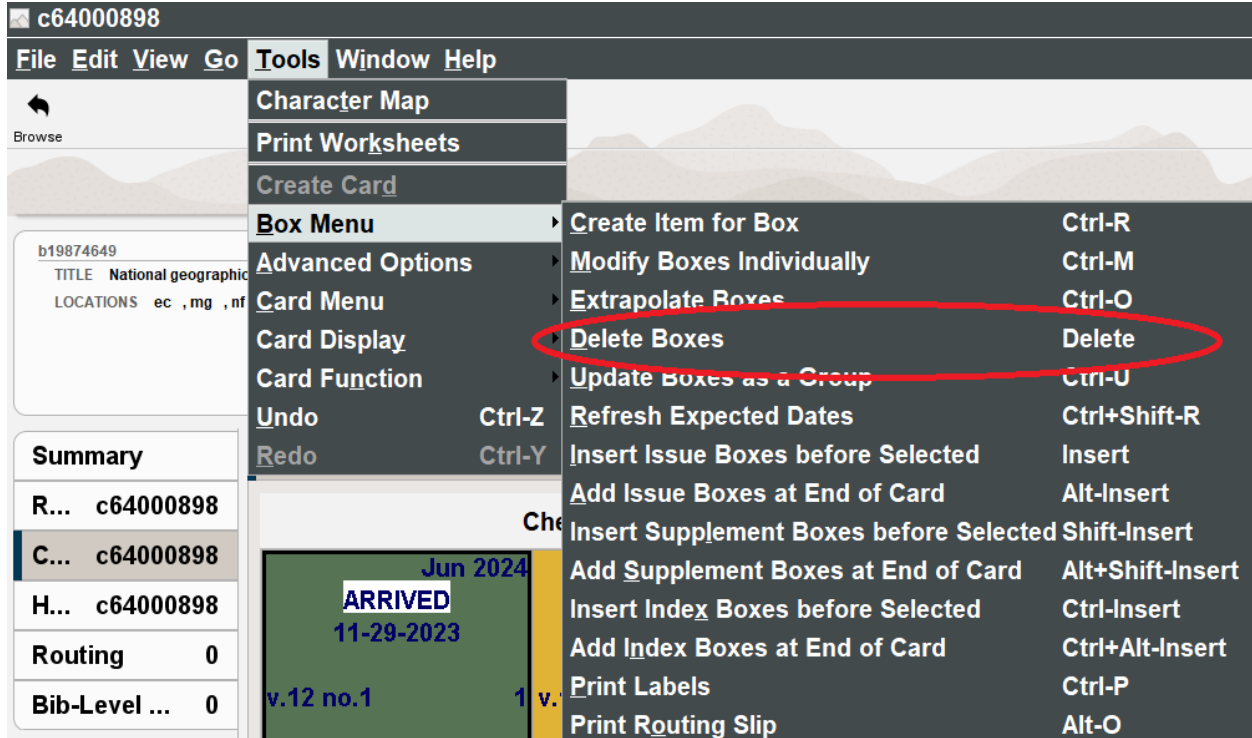
The new boxes will be added to the end of the card.

Deleting Boxes from a Card

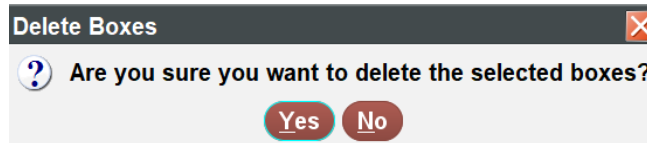
To Delete boxes from the card, first select the boxes you wish to delete, then select the Tools Menu from the top of the screen.

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.

