



Destiny Library Manager

2.6 Cataloging Magazines

Navigation: Library Search > Add Title

With our shared database, it's very important to catalog your magazines within standard practices so we don't end up with many title records for the same magazine. We have listed four options but either Option 1 or Option 2 is preferred.

Preferred Option 1: Generic Cataloging of Magazines on the "Magazine" title 2

- You won't know which magazine a student has only that they have checked out a magazine
- Place a barcode(s) on a large manila envelope(s) – if you select a group of consecutive barcodes you can barcode all of the manila envelopes in one batch
- Saves you time in that you won't need to create a temporary record each time you place the magazine in the manila envelope

Preferred Option 2: Temporary Item for a Magazine..... 4

- Use this option when you want to track the actual title of the magazine that the student checks out
- Use a manila envelope for this option as well

Option 3: Add a copy to an existing full marc record for a particular magazine..... 5

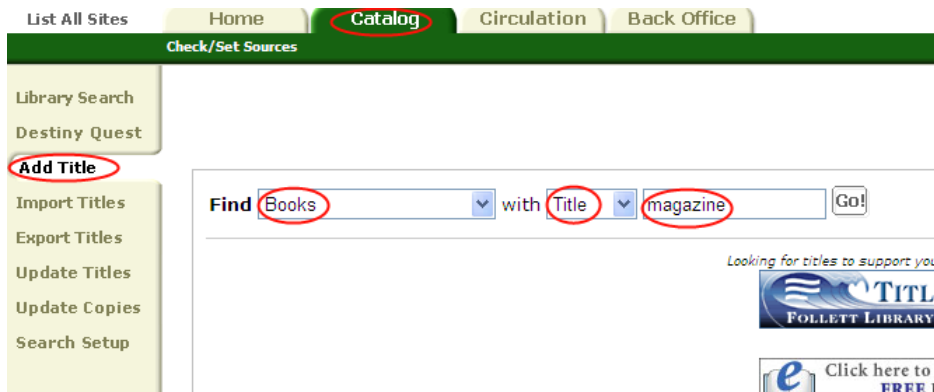
- If you feel you must track magazine by issue, date, number, use this method (a great deal of extra work, you may want to consider Option 1 or Option 2 instead)

Option 4: If you want to cataloging Magazines based on the Subject content of specific issues 7

- *Faces, Zoobooks, Cobblestone, Kid's Discover* and *Ask* are examples of magazines that you **may** want to catalog this way, although you may choose an easier method if you prefer

Preferred Option 1: Generic Cataloging of Magazines on the “Magazine” title

- You won't know which magazine a student has only that they have checked out a magazine
 - Place a barcode(s) on a large manila envelope(s) – if you select a group of consecutive barcodes you can barcode all of the manila envelopes in one batch
 - Saves you time in that you won't need to create a temporary record each time you place the magazine in the manila envelope
1. Login as user xxx_librarian (where xxx is your site code)
 2. From the Catalog tab, click on “Add Title”
 3. Perform a Library Search for the Title “Magazine”
Note: we have left the title record classified as a book to simplify this process
 4. Press enter or click on “Go!”



5. Click on the hyperlink for “Magazine”



6. Select “Add Copies”

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- a. If you want to create a batch of envelopes for this process, you may select more than one copy

Destiny Quest

Add Title

Resource Lists

Import Titles

Export Titles

Update Titles

Update Copies

Search Setup

Magazine
Call Number from Title MAG

Status Available [?]

*Number of copies 1

Starting Barcode [?] [Generic Code 39, 14 characters total]
 Assign next barcode [Next: 33011099002171]

*Call Number MAG [?]

Purchase Price [?]

Circulation Type Regular [?]

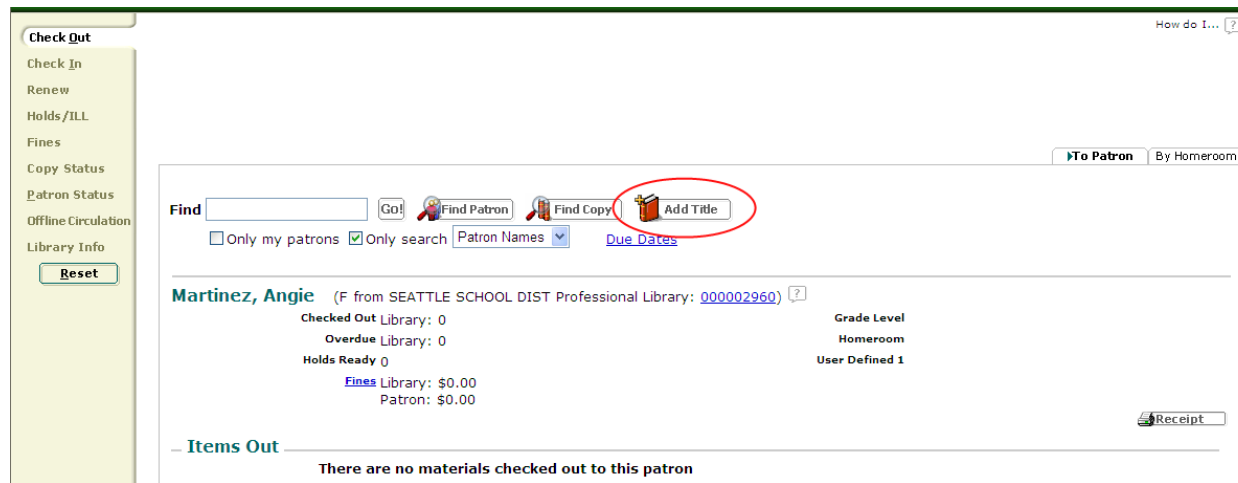
Date Acquired 3/2/2009 [?]

* = Required Field

7. "Starting Barcode" - Scan the barcode on the manila envelope or enter the 1st barcode in the range of barcodes you are planning to use
8. Select "Save Copies". You may now place any magazine in the envelope(s) when you want to check-out a magazine

Preferred Option 2: Temporary Item for a Magazine

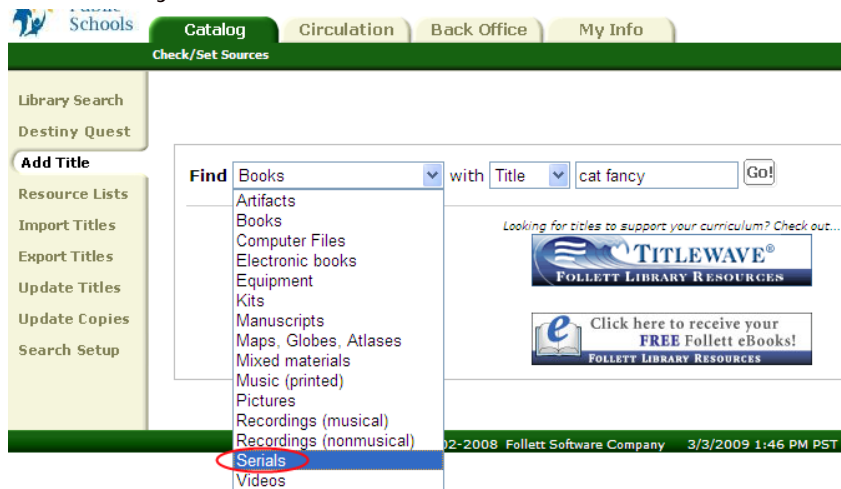
- Use this option when you want to track the actual title of the magazine that the student checks out
 - Use a manila envelope for this option as well
1. Login as user xxx_librarian (where xxx is your site code)
 2. Place a barcode on a large manila envelope and place your magazine in the envelope
 3. From the Circulation tab, select Check Out
 4. Scan your patron barcode or find the patron
 5. Select "Add Title"



6. Scan the barcode on the manila envelope
7. Leave the option "Title is deleted when checked in" selected
8. Enter the title of the Magazine
9. Enter a price for the Magazine
10. Save

Option 3: Add a copy to an existing full marc record for a particular magazine

- If you feel you must track magazine by issue, date, number, use this method (a great deal of extra work, you may want to consider Option 1 or Option 2 instead)
 1. Login as user xxx_librarian (where xxx is your site code)
 2. From the Catalog tab, select "Add Title"
 3. In the "Find" pull down menu choose Serials
 4. Search for the title of the magazine, in the example below, the magazine is "cat fancy"



5. Click on the title of the complete record with the LCCN, ISSN, publisher ect.



6. Select "Add Copies"
7. Enter the barcode, update the call number and enter a price

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8. Enter the Month and year of the magazine in the Volume, Issue **Description** and **Number**

The screenshot shows the 'Add Copies' form in a web browser. The title is 'Cat fancy.' with a call number of 636.8/005. The form includes the following fields and options:

- Status: Available
- *Number of copies: 1
- Starting Barcode: [Empty]
- *Call Number: 636.8/005
- Purchase Price: [Empty]
- Circulation Type: Regular
- Date Acquired: 3/3/2009
- Copy Categories: [Empty]
- Notes: There are no notes for this copy
- Volume, Issue, etc. table:

Volume, Issue, etc.	Description	Number
1)	March	2000
2)		
3)		

Copy Number: [Empty]

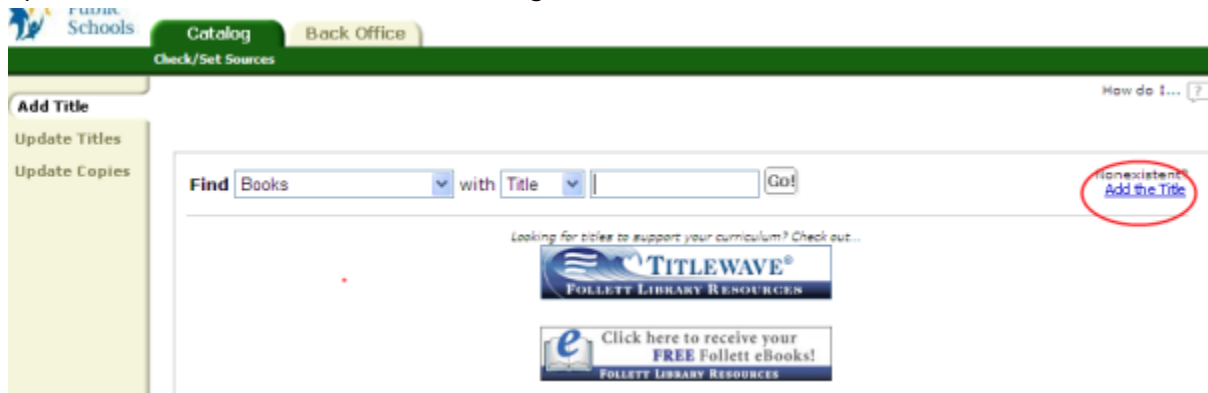
Sublocation: Undefined

9. Select "Save Copies"

Option 4: If you want to cataloging Magazines based on the Subject content of specific issues

- *Faces, Zoobooks, Cobblestone, Kid's Discover* and *Ask* are examples of magazines that you **may** want to catalog this way, although you may choose an easier method if you prefer

1. Login to Destiny as user xxx_cataloging
2. Select with the Catalog Tab selected and, Add Title Selected on the options menu, "Add the Title" on the right side of the screen



- 3.

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4. We will use this magazine as an example



5. In the Title field enter the Title of the Magazine, in this case, Faces
6. In the Subtitle enter the title of the individual issue, in this case, "Brazil, feel the Beat"
7. Enter the Publisher (Optional)
8. Enter the Date
9. Remove the check for "Check Punctuation on Save"
10. Select "Save Title"

The screenshot shows the 'Edit Title' form in a web browser. The form is divided into several sections: 'Leading Article', 'Standard Numbers', 'Material Type', 'Author', 'Publication Information', and 'Physical Description'. The 'Title' field contains 'Faces', the 'Subtitle' field contains 'Brazil, feel the beat', the 'Publisher' field contains 'Cobblestone', and the 'Date' field contains 'February, 2009'. The 'Check Punctuation on Save' checkbox is unchecked. The 'Save Title' button is highlighted with a red circle. The browser's address bar shows the URL: http://splibrary/cataloging/servlet/presenttitleeditform.do?action=Edit&bibID=313389.