End-of-Year Serials

Steps to Removing Issues at the End of the Year

Questions to ask yourself:

1) Did this transfer over from Dynix or did I catalog it like a book in SIRSI? Go to Section A.
2) If I checked this in the SIRSI serials module, is my library still subscribing to this magazine? Go to Section B.
3) If I checked this in the SIRSI serials module, is my library no longer subscribing to this magazine? Go to Section C.

Section A

If you have a magazine issue that transferred over from Dynix, or if you added it to SIRSI like you would add a book to SIRSI, you may simply check these out to the DISCARD user.

Removing the Copies Attached to this Record.

1) Go to the circ toolbar.
2) Bring up your library’s Discard User. The user ID should be DISCARD-XXX, where XXX is your library’s three-letter code.
3) Wand in the barcodes of the issues that you are discarding. These issues will no longer appear in iBistro. The Suburban Library Cooperative will run a report that deletes all items that are checked out to DISCARD users.
**Section B**

If you want to delete specific issues of a magazine that your library will continue to subscribe to, you must do two things: you must edit the MARC Holdings record, and you must remove the copies attached to the record.

**Editing the MARC Holdings Record**

The MARC Holdings record is a record that is made up of fields that describe the check-in pattern of a magazine. The most important fields are the 853 field, which describes its publication pattern, and the 863 fields, which show which issues you have checked in.

The MARC Holdings record is what you use to display in iBistro the entire range of issues that your library owns. When you are deleting issues, you must edit this record, or it will not display correctly in iBistro.

1) Click on the Modify a Serials Control wizard.
2) Look up the title that you want to edit.
3) Highlight your library’s control record. Click on Modify Control.
4) Go to the MARC Holdings tab by clicking on it.
5) Look for your library’s MARC Holdings record. It should be the one that says this: [linked to this control].
6) When you have identified it, highlight it by clicking it. You will be taken into a box where you will see the phrase Fixed Fields at the top and Holdings Entries in the middle.
7) You will be looking for the 863 fields. If you have checked in lots of issues, there will be many 863 fields.
8) Look at the field to determine the date of the issue that you want to delete. When you see |i with a number, that is the year. |j is the number of the month. |k is the date.
9) When you have found the issue that you want to delete, put your cursor anywhere in that field. Click on the Delete button which is the blue asterisk up at the top. That issue has now been deleted from the MARC Holdings record.
10) Repeat step 9 until you have deleted all of the issues from the MARC Holdings record.
11) When you have finished deleting the issues, click on OK.
12) You will be taken back to the MARC Holdings tab in the Serial Control record. Click on Save Your Changes.
13) Click on Close.

You are now able to remove the issues from the record.

See below to look at an example of a MARC Holdings record.
Removing the Copies Attached to this Record.

1) Go to the circ toolbar.
2) Bring up your library’s Discard User. The user ID should be DISCARD-XXX, where XXX is your library’s three-letter code.
3) Wand in the barcodes of the issues that you are discarding. These issues will no longer appear in iBistro. The Suburban Library Cooperative will run a report that deletes all items that are checked out to DISCARD users.
Section C

If your library has a magazine which you are no longer going to subscribe to, you must do three things. You must delete the MARC Holdings record, you must remove the serial control, and you must remove the copies attached to the record.

Deleting the MARC Holdings Record

The MARC Holdings record is a record that is made up of fields that describe the check-in pattern of a magazine. The most important fields are the 853 field, which describes its publication pattern, and the 863 fields, which show the issues you have checked in.

The MARC Holdings record is what you use to display in iBistro the entire range of issues that your library owns. When you no longer subscribe to a magazine, you must delete the MARC Holdings, or it will continue to display.

1) Click on the Modify a Serials Control wizard.
2) Look up the title that you want to edit.
3) Highlight your library’s control record. Click on Modify Control.
4) Go to the MARC Holdings tab by clicking on it.
5) Look for your library’s MARC Holdings record. It should be the one that says this: [linked to this control].
6) When you have identified it, highlight it by clicking it. You will be taken into a box where you will see the phrase Fixed Fields at the top and Holdings Entries in the middle. Click on Cancel.
7) You will now see your library’s MARC Holdings for this magazine highlighted in blue. Click on Remove.
8) You will be taken into a box that says MARC Holdings List at the top. Click in the radio button (the circle) next to the phrase Remove Selected Holdings. Then put a check in the box next to your library’s MARC Holdings record. Click on OK.
9) A box will pop up that says this: The following MARC holdings record(s) were removed:” and it will show your record. Click on OK.
10) You will be taken back to the MARC Holdings tab. Note that your library’s MARC Holdings record has been removed. Click on the button that says “Save Your Changes.” Then click on Close.

Removing a Serial Control

After you have removed the MARC Holdings record, you can now delete the Serial Control record. The serial control record is what “tells” the system that your library subscribes to a magazine.

1) Click on the Remove A Serial Control wizard.
2) Look up the title of the magazine which you wish to remove.
3) When you see the description of the magazine, click on Remove Control.
4) You will now see a list of all of the control records associated with this magazine. Highlight the control record associated with your library’s magazine by clicking on it. Then click on Remove Control.

5) You will see all of the tabs associated with this control record. Click on Remove Control.

6) At this point, you may or may not see a box that says, “This control has issues.” If you have received or predicted issues for this magazine, this message will pop up. You may click on the Remove Anyway button.

7) After clicking on Remove Anyway, you will see a box that pops up that says, “Control Removed.” You should click on Close. You are now free to remove the individual copies attached to this magazine.

Removing the Copies Attached to this Record

1) Go to the circ toolbar.

2) Bring up your library’s Discard User. The user ID should be DISCARD-XXX, where XXX is your library’s three-letter code.

3) Wand in the barcodes of the issues that you are discarding. These issues will no longer appear in iBistro. The Suburban Library Cooperative will run a report that deletes all items that are checked out to DISCARD users.