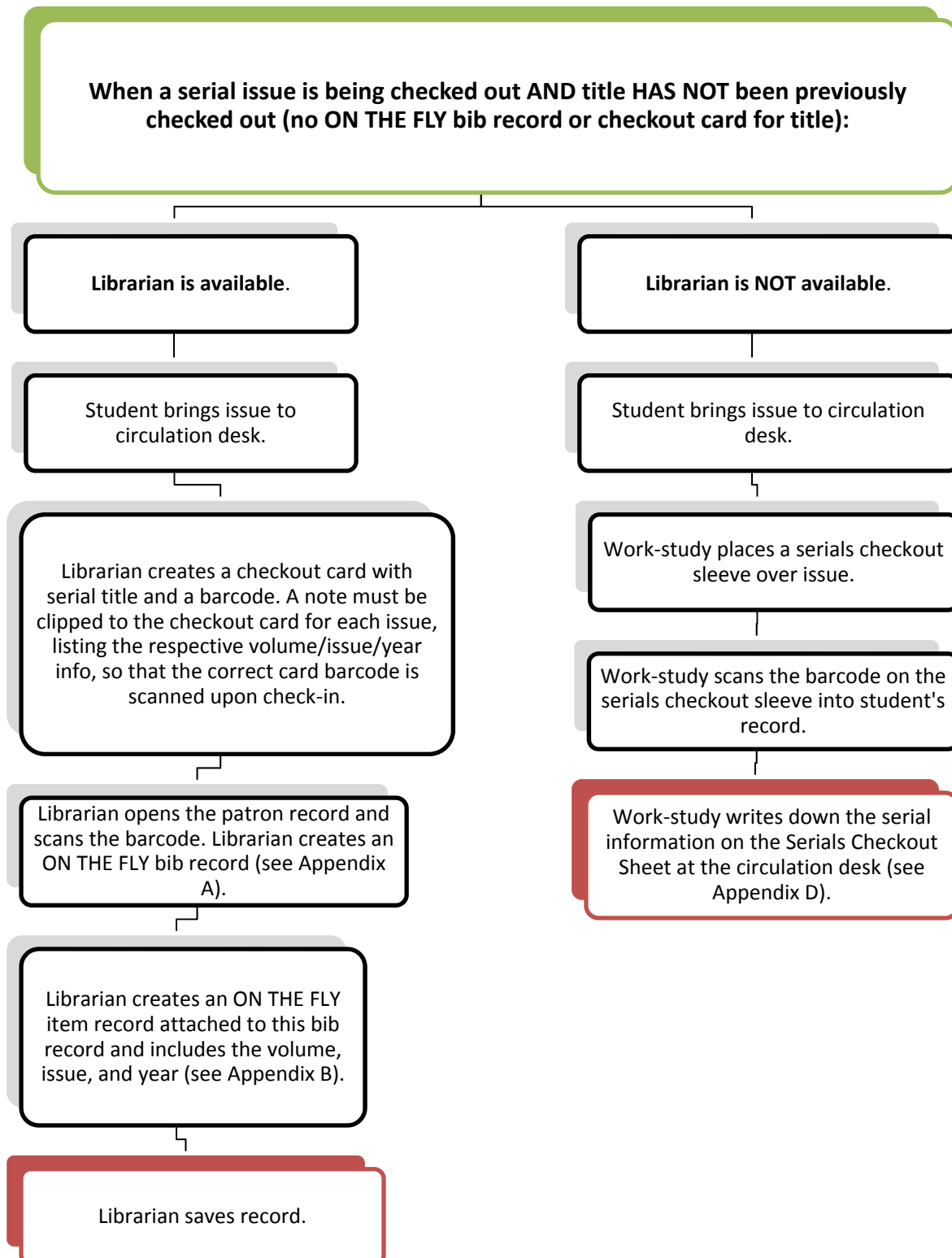
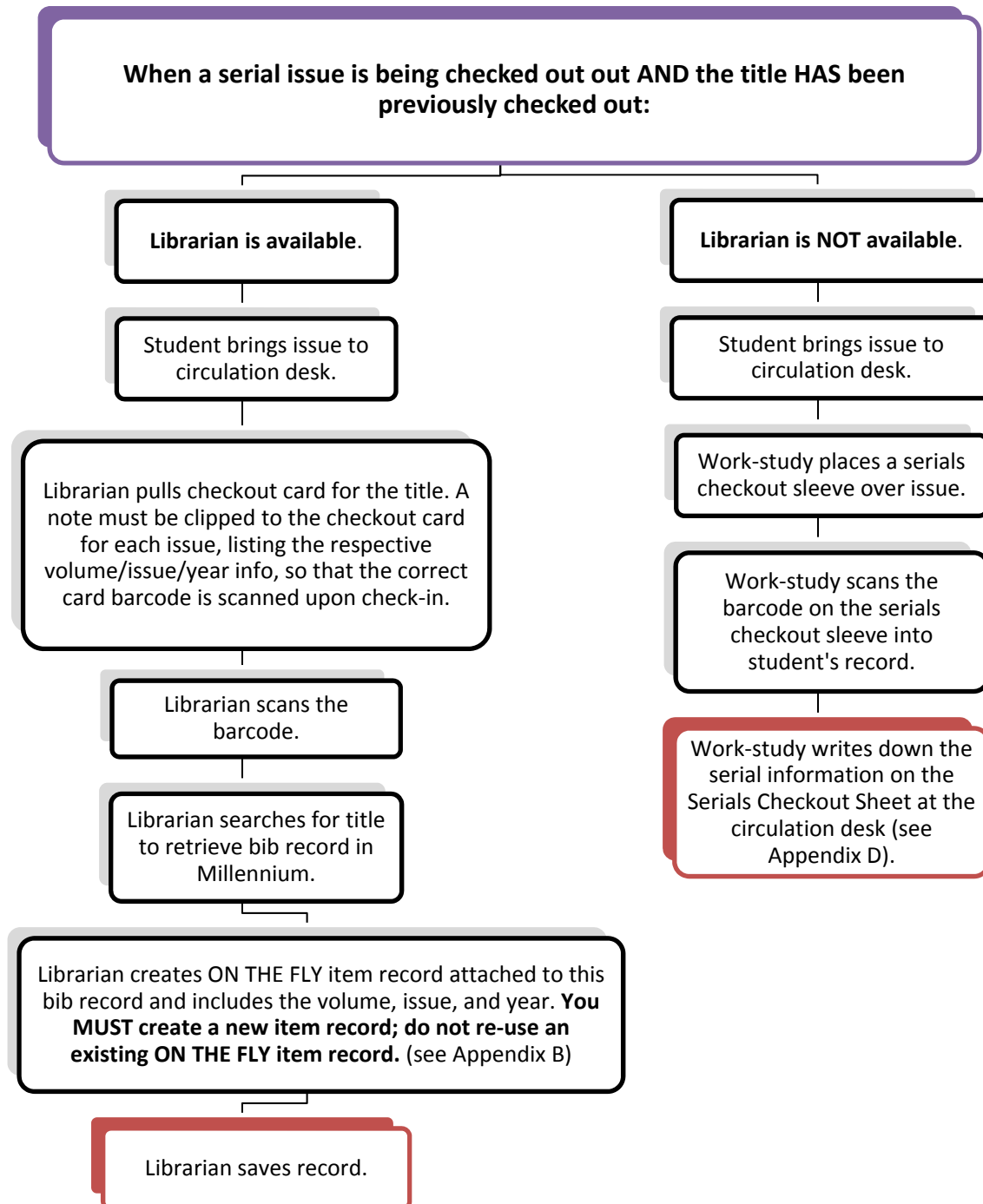


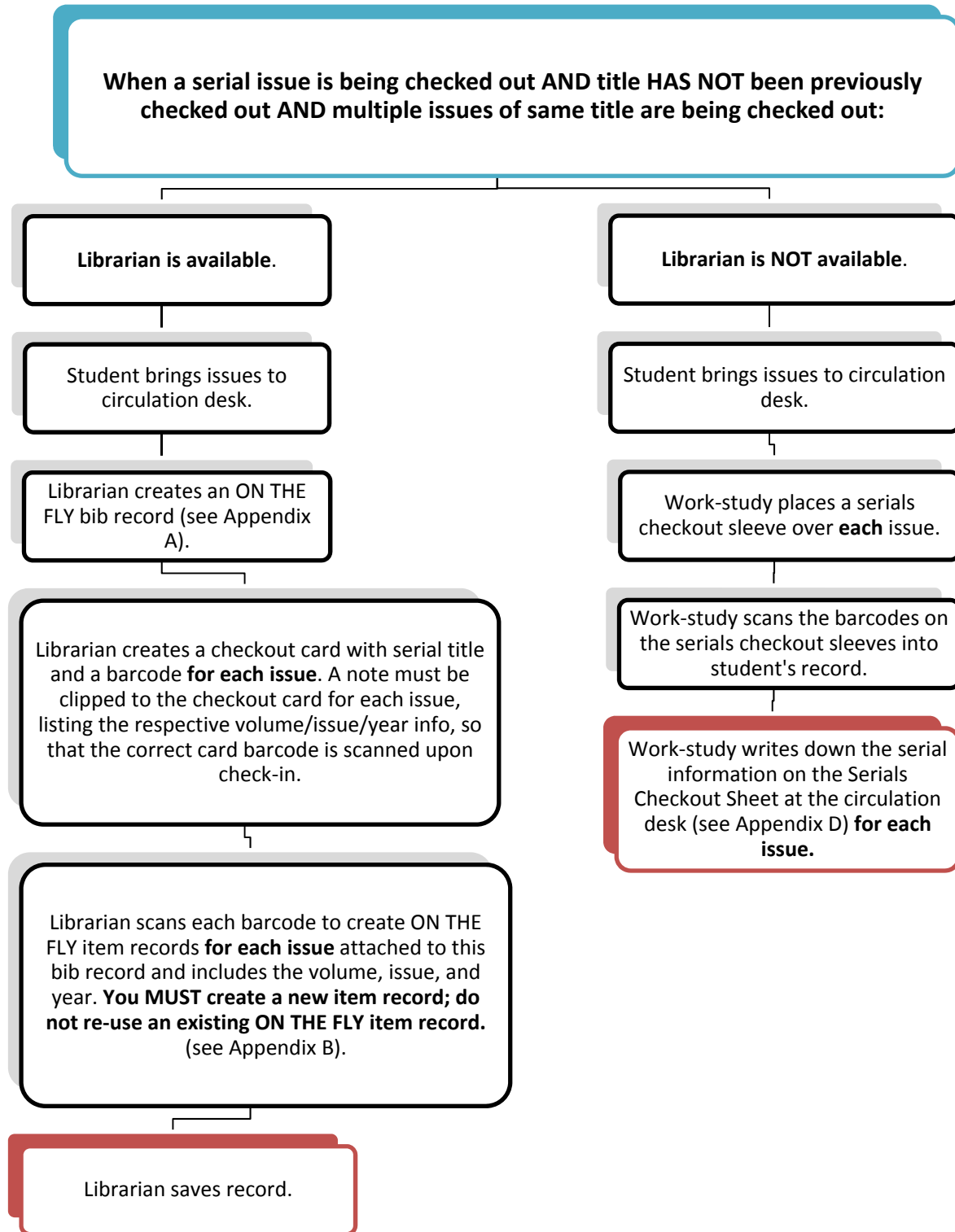
Appendix P:
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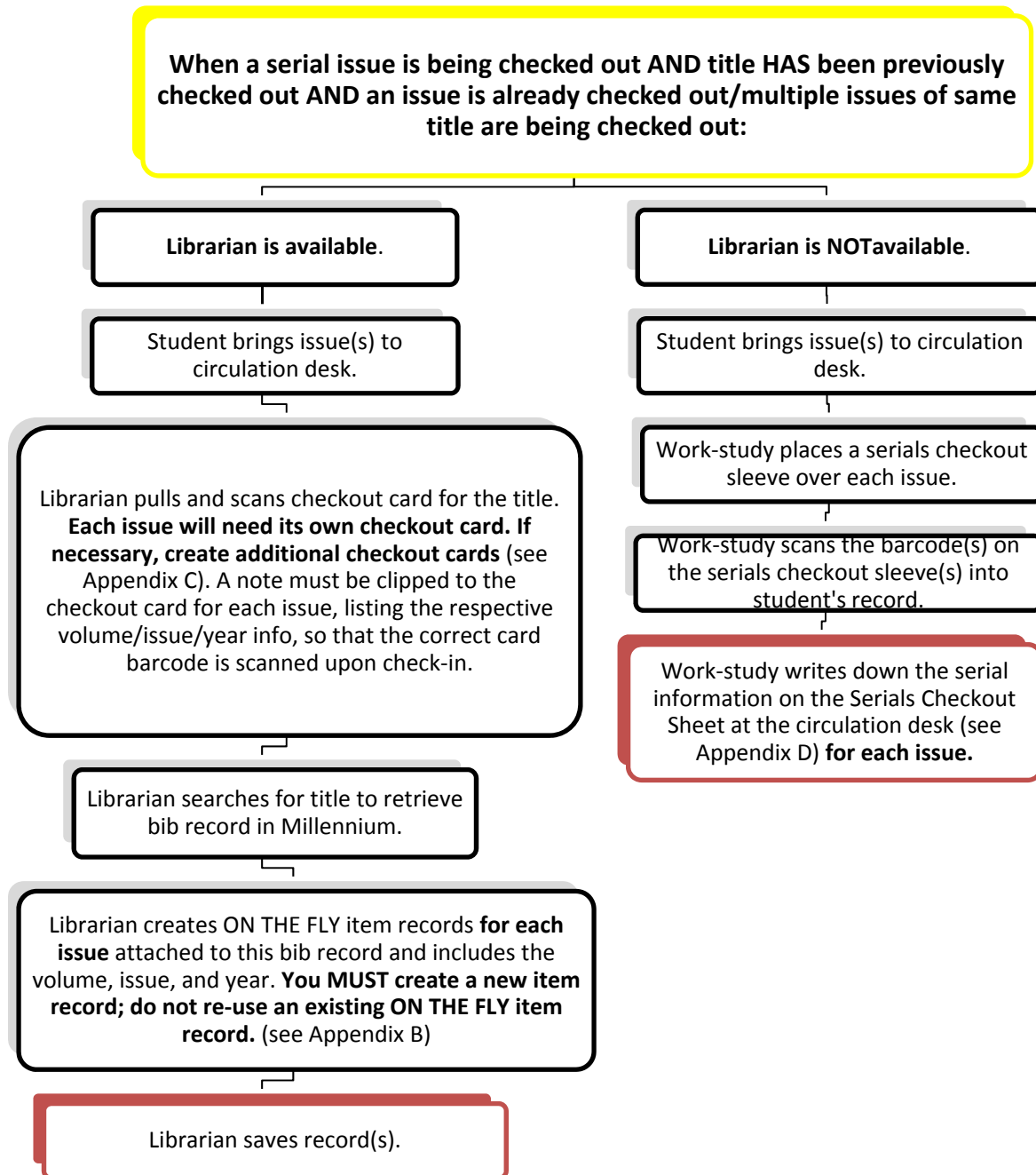
Appendix P:
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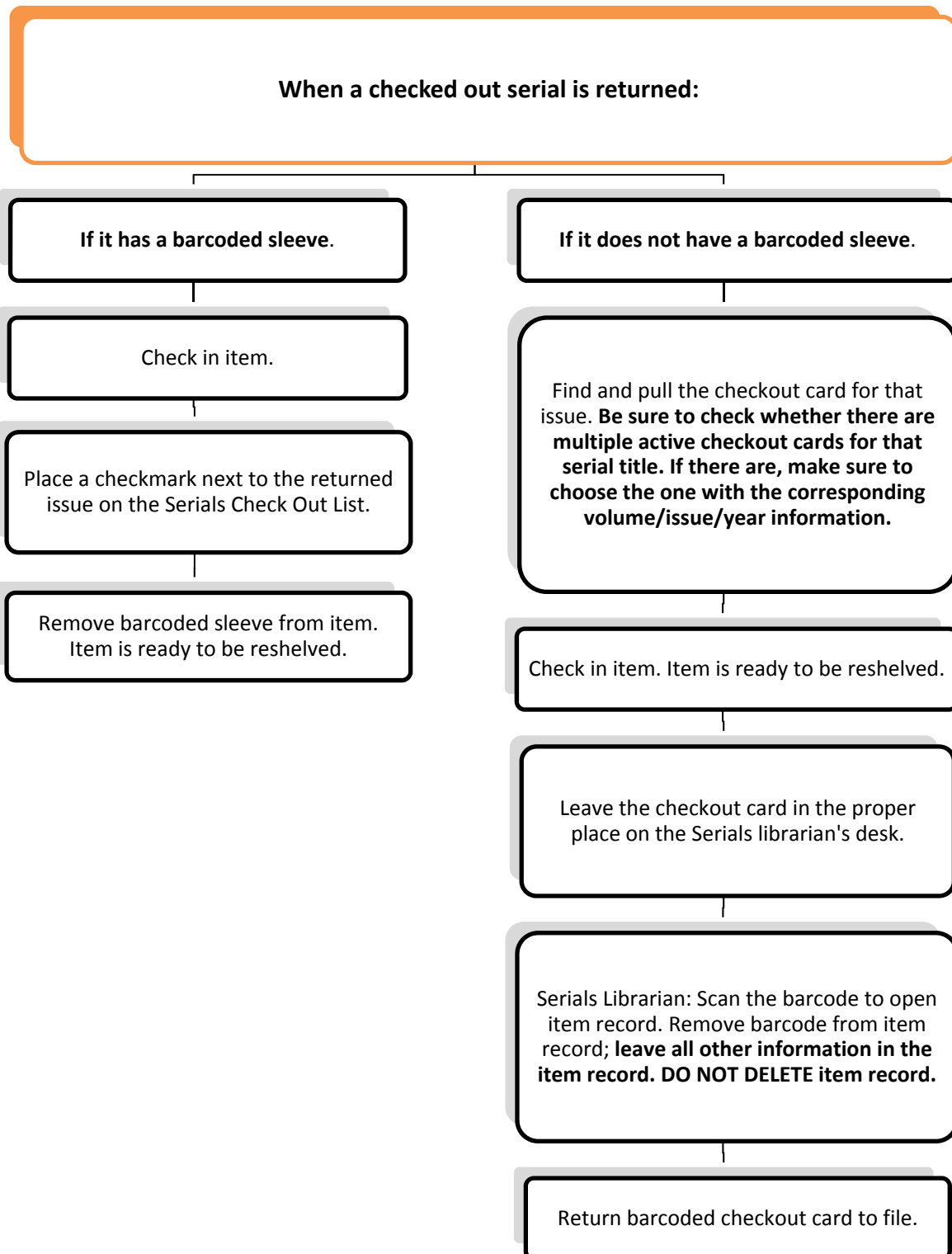
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Gathering statistics:

ON THE FLY item records:

At a predetermined interval (monthly, annually), the Serials librarian will cull total checkouts for each title and record these use statistics **separate** from in-house count use for serials. After the stats have been collected, any non-barcoded ON THE FLY item records may be deleted.

Sleeved items:

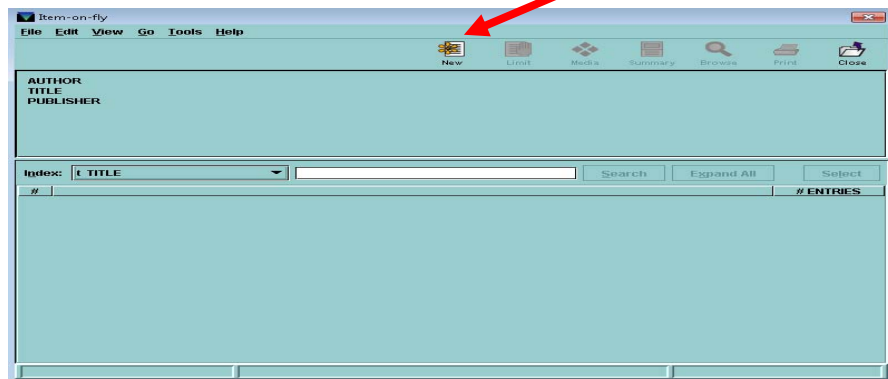
At a predetermined interval (full sheet, monthly, annually), the Serials librarian will cull title checkout information from the sheet kept at the circulation desk. Once this information has been accurately counted, completed sheets may be discarded.

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Serials Checkout Procedure Manual

Appendix A. Creating a new ON THE FLY bib record in Millennium CIRC Module:

NOTE: Typing the title field in all capital letters lets other catalogers know that this is an ON THE FLY record.

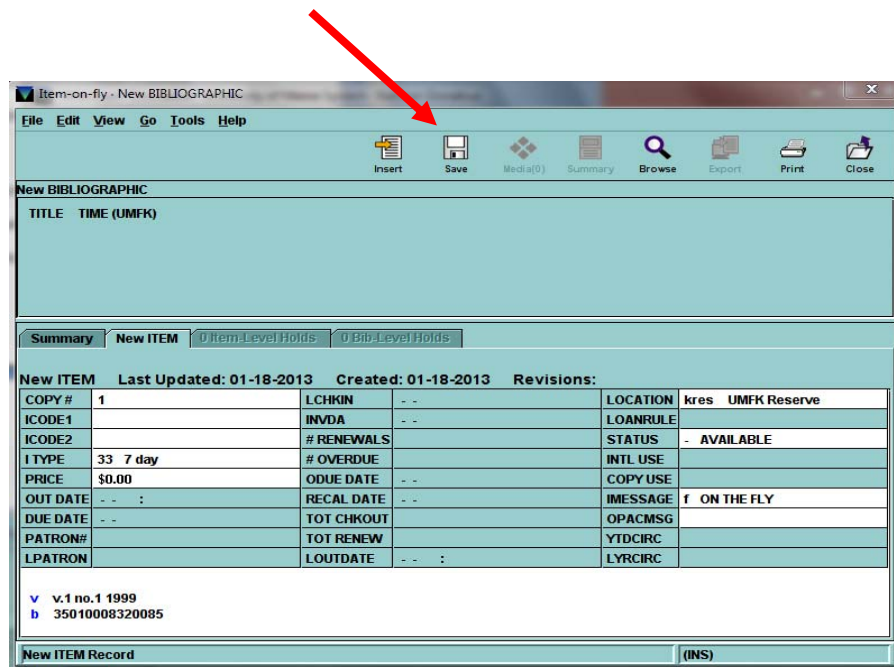
1. In Millennium Circulation, scan patron barcode.
2. Scan serial checkout card barcode. No record should appear.
3. **Before creating a new record, do a title search for the serial title followed by (UMFK) (i.e., TIME (UMFK)). If you find the title, you do not need to create a BIB ON THE FLY. If you do not find the title, continue record creation.**
4. Choose the "New" button at the top of the page.



5. Choose the "fkserfly: FK Serials ON THE FLY bib" template.
6. Field boxes will automatically open. Fill these as follows:
 - a. Cat date: Type "t" to change to current date. Next.
 - b. Title: Type in the journal title in ALL CAPS, followed by (UMFK) [i.e.: TIME (UMFK)]
7. A new item record will open. Choose the "fkserflyit: FK Serials ON THE FLY itm" template.
8. Field boxes will automatically open. Fill these as follows:
 - a. Volume: Enter the volume, issue/number, and year. Include all available information.
 - b. The barcode that you originally scanned will automatically appear in the record.

Appendix P: Serials Checkout Procedure Manual

9. The item record is complete. Choose the "Save" button at the top of the screen.



Item-on-fly - New BIBLIOGRAPHIC

File Edit View Go Tools Help

Insert Save Media(S) Summary Browse Export Print Close

New BIBLIOGRAPHIC

TITLE TIME (UMFK)

Summary New ITEM 0 Item-Level Holds 0 Bib-Level Holds

New ITEM Last Updated: 01-18-2013 Created: 01-18-2013 Revisions:

| | | | | | |
|----------|----------|------------|-------|----------|-------------------|
| COPY # | 1 | LCHKIN | - - | LOCATION | kres UMFK Reserve |
| ICODE1 | | INVDA | - - | LOANRULE | |
| ICODE2 | | # RENEWALS | | STATUS | - AVAILABLE |
| I TYPE | 33 7 day | # OVERDUE | | INTL USE | |
| PRICE | \$0.00 | ODUE DATE | - - | COPY USE | |
| OUT DATE | - - : | RECAL DATE | - - | IMESSAGE | f ON THE FLY |
| DUE DATE | - - | TOT CHKOUT | | OPACMSG | |
| PATRON# | | TOT RENEW | | YTD CIRC | |
| LPATRON | | LOUTDATE | - - : | LYRCIRC | |

v v.1 no.1 1999
b 35010008320085

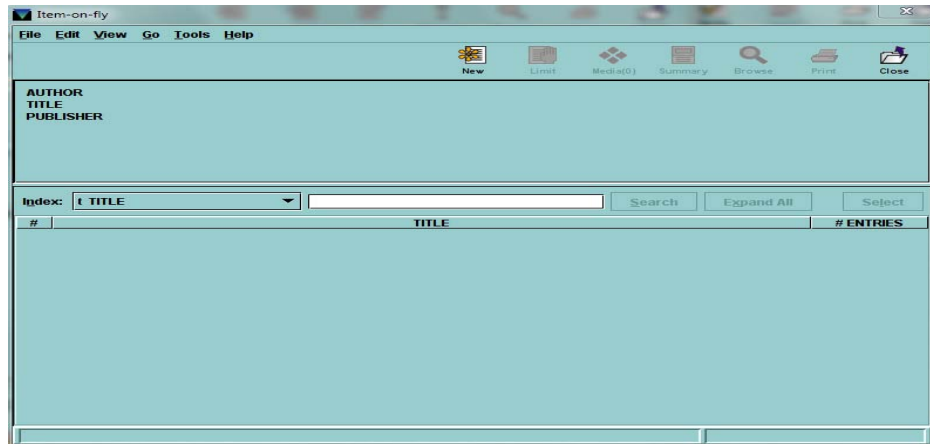
New ITEM Record (INS)

10. The item record will close and the screen will return to the patron record. A box will appear stating "ON THE FLY." Select "OK."

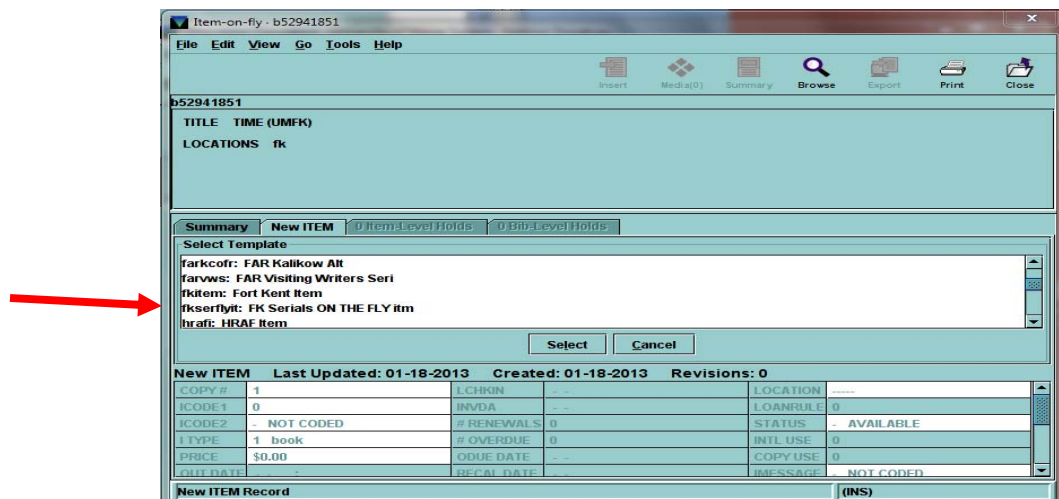
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Serials Checkout Procedure Manual

Appendix B. Creating a new ON THE FLY item record in Millennium CIRC Module:

1. In Millennium Circulation, scan patron barcode.
2. Scan serial checkout card barcode. No record should appear; instead, you should see this screen:



3. Search for the serial title followed by (UMFK). Example: TIME (UMFK).
 - a. If a bib record appears, **be sure that it is an ON THE FLY bib record** (see Appendix A "Creating a new ON THE FLY bib record for example screen shot).
 - b. If an ON THE FLY bib record **does not appear**, follow the steps for creating a new ON THE FLY bib record.
 - c. If an ON THE FLY bib record **does** appear, continue these steps.
11. Select the "fkserflyit: FK Serials ON THE FLY itm" template:



Appendix P: Serials Checkout Procedure Manual

4. A new item record will open, and fill-in boxes will automatically open. Enter as follows:
 - a. Volume: Enter the volume, issue/number, and year. Include all available information.
 - b. The barcode that you originally scanned will automatically appear in the record.

Millennium Cataloging - University of Maine System - Kathryn Donahue - New BIBLIOGRAPHIC

Edit Functions

File Edit View Go Tools Admin Reports Help

Insert Save View Edit Web(x0) Summary Browse Export Print Close

New BIBLIOGRAPHIC

TITLE TIME (UMFK)

Summary New ITEM 0 Item-Level Holds 0 Bib-Level Holds

New ITEM Last Updated: 10-30-2012 Created: 10-30-2012 Revisions: 0

| | | | | | |
|----------|-------------|------------|-------|----------|-------------------|
| COPY # | 1 | LCHKIN | - - | LOCATION | kres UMFK Reserve |
| ICODE1 | 0 | INVDA | - - | LOANRULE | 0 |
| ICODE2 | - NOT CODED | # RENEWALS | 0 | STATUS | - AVAILABLE |
| I TYPE | 33 7 day | # OVERDUE | 0 | INTL USE | 0 |
| PRICE | \$0.00 | ODUE DATE | - - | COPY USE | 0 |
| OUT DATE | - - : | RECAL DATE | - - | IMESSAGE | - NOT CODED |
| DUE DATE | - - | TOT CHKOUT | 0 | OPACMSG | - NOT CODED |
| PATRON# | 0 | TOT RENEW | 0 | YTD CIRC | 0 |
| LPATRON | 0 | LOUTDATE | - - : | LYRCIRC | 0 |

12345
v.1 no.2 1993

New ITEM Record Edit Mode (INS)

5. This completes the item record creation. Choose the "Save" button.

Item-on-fly - b52941851

File Edit View Go Tools Help

Insert Save Media(0) Summary Browse Export Print Close

b52941851

TITLE TIME (UMFK)

Summary New ITEM 0 Item-Level Holds 0 Bib-Level Holds

New ITEM Last Updated: 01-18-2013 Created: 01-18-2013 Revisions:

| | | | | | |
|----------|----------|------------|-------|----------|-------------------|
| COPY # | 1 | LCHKIN | - - | LOCATION | kres UMFK Reserve |
| ICODE1 | | INVDA | - - | LOANRULE | |
| ICODE2 | | # RENEWALS | | STATUS | - AVAILABLE |
| I TYPE | 33 7 day | # OVERDUE | | INTL USE | |
| PRICE | \$0.00 | ODUE DATE | - - | COPY USE | |
| OUT DATE | - - : | RECAL DATE | - - | IMESSAGE | f ON THE FLY |
| DUE DATE | - - | TOT CHKOUT | | OPACMSG | |
| PATRON# | | TOT RENEW | | YTD CIRC | |
| LPATRON | | LOUTDATE | - - : | LYRCIRC | |

v.1 no.2 1999
b 35010008320093

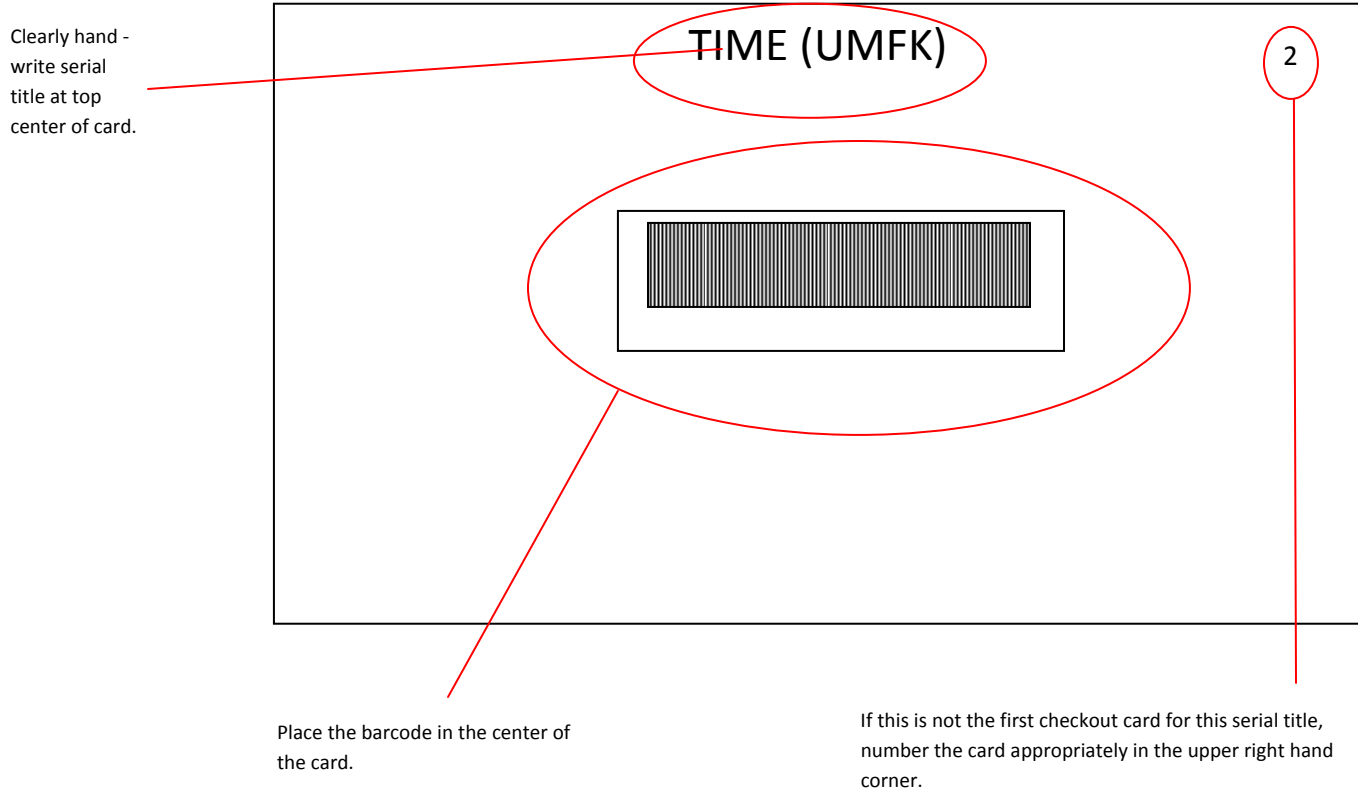
New ITEM Record (INS)

6. The item record will close and the screen will return to the patron record. A box will appear stating "ON THE FLY." Select "OK."

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Appendix C. Template for a Serial Checkout Card:

The serial checkout card can be handwritten.



A note with the volume/issue/year information must be attached to the card.

Appendix P:

Appendix D. Serials Checkouts Title List

Serials Checkouts Title List

[illegible]