

Atriuum[®] Serials Module

If your library collection contains serials such as magazines, periodicals, journals, or newspapers, you can manage those subscriptions with our Serials module.

Atriuum's Serials Module has the flexibility to easily manage any number of subscriptions. Librarians can create and modify subscription information including title, publication pattern, publisher, cost, start date, end date, and quantity.

Serials will assist you in managing your periodicals by cataloging subscriptions, marking them received upon arrival, producing claim notices to notify venders of issues that do not arrive, and creating MARC records for your circulation system.

Serials Menu Add Serial Add Subscription **Check In Subscription** Claim Edit Serial Edit Subscription

Export MARC Serials

Import MARC Serials

Review Subscription

Saved Serials Reports

Serials Accession List

Subscription Report

Issues Report List Of Serial Titles

Serials Settings

With Serial Settings, you can enable alerts to notify you of expiration dates, late issues, and expected arrivals.

Atriuum's Serials Module gives you the ability to generate a variety of reports to help with the task of tracking Serials. You can easily customize any Serials reports using the Report Wizard. Like all other features in Atriuum, Help Files and a User's Guide are available to assist you with each specific aspect of the Serials Module.



Edit Serial Record

OPAC Circula Serials MARC Edito

Age Group: Adult Material Type: Serials

Tag 001

Tag 008

810904n

8556031

LEADER 00732nas 2200217u| 4500

\$9(DLC) 75612677

\$a 75612677

\$aDLC \$cCarP \$dDLC

\$aZ735.A1 \$bC27

onca |||||||||||||eng|

Tag 050 Indicator 1 0 Indicator 2 0

Columns Sorts Filters Help **Creating Report: Accession List** Serials Load Template Save Delete Add Holdings Physical Location Equals Any Physical Location v Item Report Class Equals Serials Barcode Label Spine And Pocket Labels × Holdings Status Active Holdings Barcode greater than or equal to Delete 📃 less than or equal to ~ Holdings Barcode Call Number contains phrase ~ Delete Use Advanced Filtering Tag 035 Indicator 1 Indicator 2 Delete 🗌 Generate Report Close Wizard * * Tag 010 Indicator 1 Indicator 2 Delete * **Serials Help File** Tag 040 Indicator 1 Indicator 2 Delete GO Powered By RO 1 🗙 mport MARC Serials orting serial MARC records is an easy way to add serial records to your da establish rules, select options, or add rule set definitions for how Atriuur ords. See <u>Serial MARC Import Options</u> and <u>Serial MARC Import Rules</u> I Tag 043 Indicator 1 Indicator 2 Delete

o import Serial MARC Records

5. Click Continue

Serials Accession List

Catalog

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Click Serials\Import MARC Serials from Atriuum's top menu bar to open the Import Serials MARC File form.

The Importing Serial MARC Records window opens, with a progress bar to show that record(are being added. When complete, information displays in the Importing Serial MARC Results window, showing the number of successfully added records or any import errors that occurred Note: You can review the records you've just added to your database by clicking Review Imported Serials in the Importing Serial MARC Results window.

 If you created a new definition, it will display in the Rule Set Definition: drop-down list. If than one definition has been saved, click the subtron to select the appropriate one. Click Browne to open the Choose file dialog box.
Select the file name and click Open to insert the file path in the MARC File Name and click Open to insert the file path in the fi