

Serials Check-In in LEAP

Terms:

Serials Check-In – Changes the status of a predicted magazine issue from “expected” to “received”. This creates an “In-Process” link in the catalogue. This step was previously done by PRL Staff at Headquarters.

Processing Serials – Adds a barcode, call number, and volume information to prepare the item for circulation. Then check in the item for circulation.

When you receive a magazine follow these steps:

Checking-in Serials

Predicted issues need to be checked-in prior to regular processing. Once this step happens the issue is visible to patrons.

1. Login to LEAP using your advance user account
2. Click the *Utilities* drop-down menu (located at the very top of the screen) and select “Serials Check-In”
3. This will populate a *Find Tool* search for the magazines
 - a. Search of the serial title. The *Find Tool* defaults to an exact title search. You may wish to change it to a title keyword search if you have trouble locating the magazine.
 - b. Using the library location column, identify the magazine with your library code.
 - c. Double click to open.
4. Sort the list of issues by selecting the “status” column.
5. Find the issue you are checking in. The status will be “Expected”
6. Ensure that the volume, issue and date match the item you have in-hand.
 - a. If they do not match, contact PRL using the [webform](#) found on the support site.
7. Select the box beside the issue you wish to check-in and click the “Check-In” button located at the top left-hand side of the screen.
8. This issue is now checked-in and ready for processing.

Processing Serials

1. In LEAP, using the find tool locate the bibliographic record for the magazine you are working with.
 - a. You can do a browse search for the serial title
 - b. Select and open the serial
 - c. Open the bib record
2. Click the “Items’ tab to display the full list of items.
3. Use the filter to search for your library.

4. Locate the issue you wish to process. Select the item by double-clicking on it.
 - a. The item should have an "In-Process" status.
 - b. Items are listed in descending order from check-in date, so the most recent issue "In-Process" should appear at the top of your library's listing.
5. Click the "Details" tab
6. Fill in barcode and price information in the appropriate fields.
7. Click the "Controls" tab
8. Fill in cutter (call number) and volume information in the appropriate fields.
9. Click the *Save* button from the top right-hand side of the screen.
10. Check-in the magazine and put into circulation.