

## Serials Check-In in Polaris LEAP

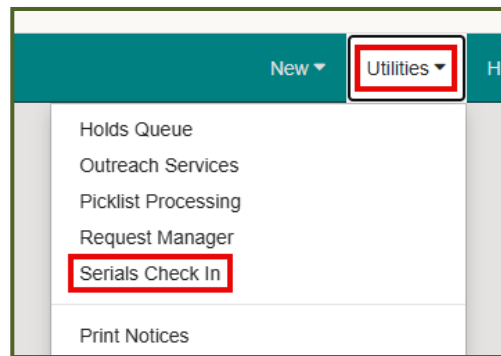
**Serials Check-In** – Changes the status of a predicted magazine issue from “Expected” to “Received”. This creates an **In-Process** link in the catalogue. This step was previously done by PRLS Staff.

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

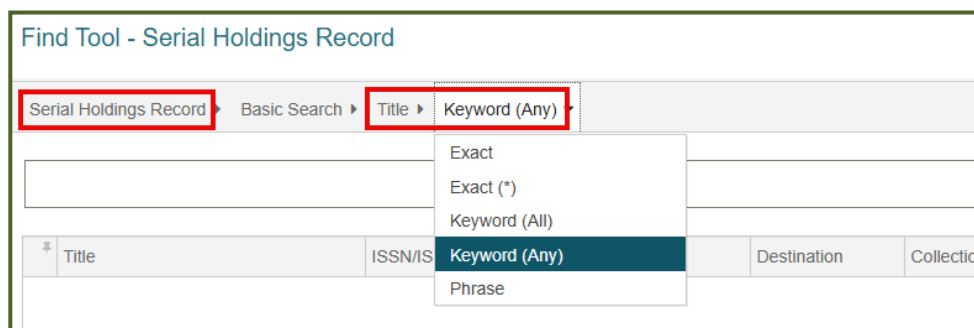
### Receiving a Serial

Expected issues need to be checked-in before regular processing. Once this step happens the issue becomes visible to patrons.

1. Login into LEAP using your **Polaris Advanced (ADV)** 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 for 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 you are looking for.



- Using the **Destination** column, identify the magazine with your library code and double-click to open the record.

Find Tool - Serial Holdings Record

Serial Holdings Record ▶ Basic Search ▶ Title ▶ Exact (\*) ▶

People

#	Title	ISSN/ISBN	Copy ...	Status	Destination	Collection	Material Type
	People.	0093-7673	1	Currently Recei...	aol	Magazines	Magazine
	People.	0093-7673	1	Currently Recei...	asun	Magazines	Magazine
	People.	0093-7673	1	Currently Recei...	asyl	Magazines	Magazine
<input checked="" type="checkbox"/>	People.	0093-7673	1	Currently Recei...	aca	Magazines	Magazine
	People.	0093-7673	1	Currently Recei...	ast	Magazines	Magazine

- Sort the list of issues by selecting the **Status** column.

Material type: Magazine

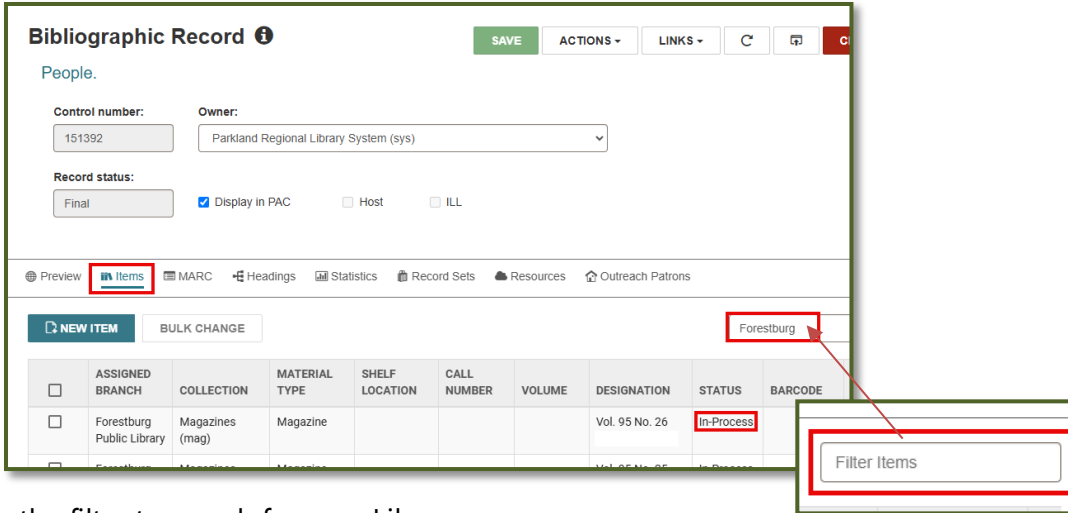
Check In  Combine Issues  Issue/Part Status: Not Received Filter by Column

	DESIGNATION	CATEGORY	EXPECTED	STATUS	STATUS DATE	PATTER
<input type="checkbox"/>	Vol. 102 No. 15 (21 October 2024)	Basic Bib / 2	10/21/2024	Expected	7/15/2024	Open
<input checked="" type="checkbox"/>	Vol. 102 No. 19 (18 November 2024)	Basic Bib / 2	11/18/2024	Expected	10/29/2024	Open
<input type="checkbox"/>	Vol. 102 No. 20 (25 November 2024)	Basic Bib / 2	11/25/2024	Expected	10/29/2024	Open
<input type="checkbox"/>	Vol. 102 No. 21 (2 December 2024)	Basic Bib / 2	12/2/2024	Expected	10/29/2024	Open

- Find the issue you are checking in. The status will be "Expected".
- Ensure that the volume, issue, and date match the item you have in hand.
  - If they do not match, contact PRLS using the **Magazine Questions [Web Form](#)** found on the Support Site.
- 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.
- This issue is now checked in and ready for processing.

## Processing Serials

1. In LEAP, use the **Find Tool** to 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 bibliographic record.
2. Click the **Items** tab to display the full list of items.



**Bibliographic Record** People.

Control number: 151392    Owner: Parkland Regional Library System (sys)

Record status: Final     Display in PAC     Host     ILL

Preview **Items** MARC Headings Statistics Record Sets Resources Outreach Patrons

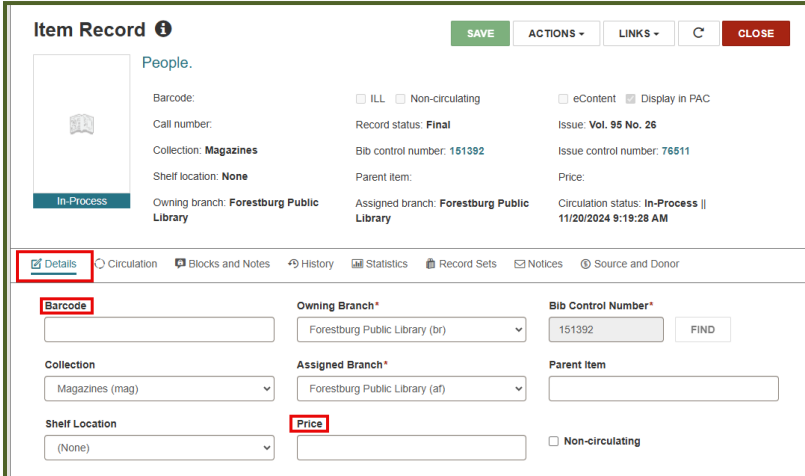
**NEW ITEM** BULK CHANGE

	ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NUMBER	VOLUME	DESIGNATION	STATUS	BARCODE
<input type="checkbox"/>	Forestburg Public Library	Magazines (mag)	Magazine				Vol. 95 No. 26	In-Process	

Filter 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.
 

**Note:** the item should have an “In-Process” status. Items are listed in descending order from the 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.



**Item Record** People.

Barcode:      ILL     Non-circulating     eContent     Display in PAC

Call number:     Record status: Final    Issue: Vol. 95 No. 26

Collection: Magazines    Bib control number: 151392    Issue control number: 76511

Shelf location: None    Parent item:     Price:

Owning branch: Forestburg Public Library    Assigned branch: Forestburg Public Library    Circulation status: In-Process || 11/20/2024 9:19:28 AM

**Details** Circulation Blocks and Notes History Statistics Record Sets Notices Source and Donor

**Barcode**     **Owning Branch\*** Forestburg Public Library (br)    **Bib Control Number\*** 151392   

**Collection** Magazines (mag)    **Assigned Branch\*** Forestburg Public Library (af)    **Parent Item**

**Shelf Location** (None)    **Price**      Non-circulating

- Fill in the **Barcode**, **Price**, **Cutter** (call number) and **Volume** information in the appropriate fields.

Temporary Location <input type="text"/>	Circulation Status In-Process	<input checked="" type="checkbox"/> Display in PAC
Material Type* Magazine	Loan Period* 21 days	Renewal Limit* 5
Statistical Code Magazines	Fine Code* .25 day	Home Branch* Forestburg Public Library (af)
Call Number Scheme* No information	<b>Cutter</b> <input type="text"/>	<b>Volume</b> <input type="text"/>

- Click the **Save** button in the top right-hand side of the screen.
- Check In** the magazine and put it into circulation.

**CHECK IN**
NEW PATRON
PRINT

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**CLOSE**

Normal (0)
Bulk (1)
In House (0)
Inventory (0)
Missing Part
Damaged
Shelf-Ready

Free Days

<input type="checkbox"/>	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME	COLLECTION
<input type="checkbox"/>	31000056789		Available -> Available	Item was not Checked Out	\$0.00	People. Vol. 95 No. 26	Magazine			Magazines (mag)