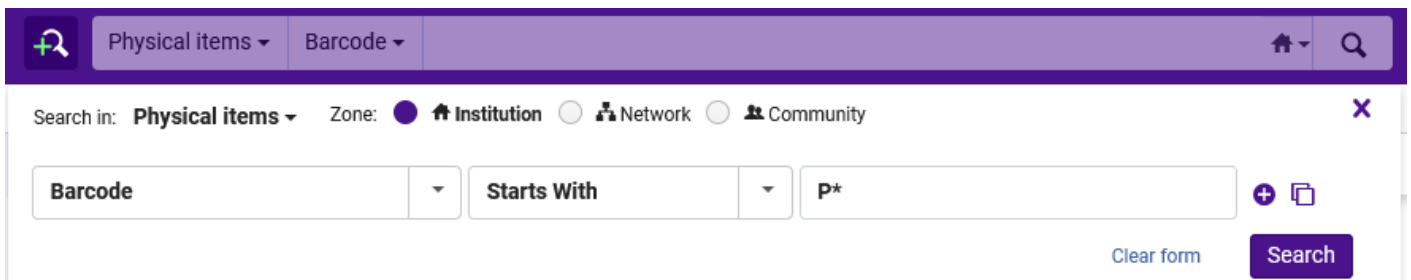


Updating volume & year info for Himmelfarb volumes in SCF IZ

You will need to have both SCF and HI IZs open at the same time and you will be entering the data in SCF IZ.

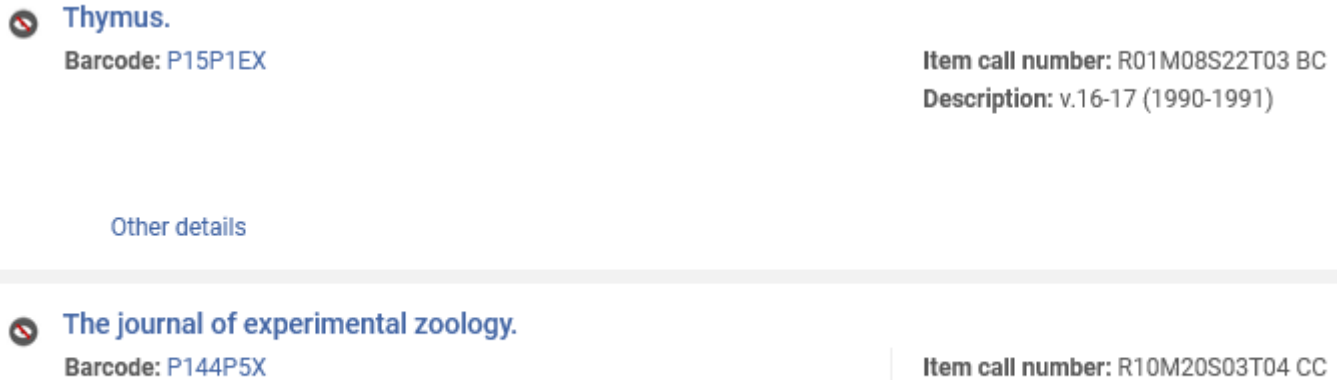
Himmelfarb barcodes start with P.



The screenshot shows a search interface with a purple header. The header contains a search icon, a dropdown menu for 'Physical items', and another dropdown for 'Barcode'. Below the header, there is a search bar with the text 'Search in: Physical items' and 'Zone: Institution' selected. The search bar has two dropdown menus: 'Barcode' and 'Starts With', with the text 'P*' entered in the search field. There are buttons for 'Clear form' and 'Search'.

Look for items in SCF IZ that are missing the description.

You can see that the second item is missing the description:



The screenshot shows two search results. The first result is 'Thymus.' with barcode 'P15P1EX' and item call number 'R01M08S22T03 BC'. The second result is 'The journal of experimental zoology.' with barcode 'P144P5X' and item call number 'R10M20S03T04 CC'. Both results have a red 'X' icon next to them, indicating they are missing descriptions.

Click on then copy the item barcode. Paste it in HI IZ then remove the "X" at the end.

Click on the item barcode in HI IZ.

Look at the holdings info:



The screenshot shows the holdings information for 'The journal of experimental zoology.'. It displays 'Holdings' and 'Himmelfarb Health Sciences Library: Off-site Storage; J EXP ZOOL 1973 V184'.

This shows volume and year info. You will see issue #s in some volumes as well. Be sure to ignore the info in the bib title!

Go back to SCF IZ and click on the ENUM/CHRON tab. Fill the info according to the guide (right below) then save and confirm.

- Enumeration A: enter volume number without "v."
- Enumeration B: enter number without "n", "no.", etc.
- Enumeration C: enter the issue #
- Enumeration D: enter a message such as supplement, index, incomplete, page #, etc.
- Chronology I: enter the year
- Chronology J: enter the month
- Chronology K: enter the day

Double check the description to make sure it looks correct.

Go to the next item and do the same steps.

If the data in HI IZ looks funny or something, email Tammy the item barcode and she will take a look at it.

Revision #3

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