

**DRA Periodical Check-In Record - Note Field Codes**

**Check-in Note** fields can be found in the opening Check-in screen for a title and in the Copy Record. *\*Important: use a semicolon to separate each note\**

<b>Code</b>	<b>Definition</b>	<b>Example</b>
ABC	Always bind complete (Krn timer only)	
BI	Bind incomplete (Krn timer only)	
B/F	Backfile	
C/I	Check-in	C/I gaps as...
CL	Claim	CL=12 m ( <i>claim limit is 12 months</i> )
Cl a	Claim Type A - problem claim	
CLb	Claim Type B - block claim	
CLc	Claim Type C - force a claim	
DP	Delayed publication	
HK	Hook by name/title	HK=Assoc ( <i>hook by Association of...</i> )
LK	Library keeps	LK=1y ( <i>library keeps 1 year only</i> )
MI	Missing	C/I gaps as MI ( <i>check-in gaps as missing</i> )