How to resolve OPAC displays for serial orders which do not have physical items attached and/or call numbers (ie. Monographic series, newspapers, electronic resources).

Acquisitions Module- Purchase Order
- Confirm all p/o header details are correct (esp. intended location)
- **Approve** order *or* leave as **Pending** if a 'child' of a membership/combined subscription
- Create **component**

a) Monographic Series
Select **Line Item >** Click **Details** > **Type** >
- Confirm line item type = Subscription
- Click **Subscription Pattern > New**
- Edit **Component Name** with location suffix,
   e.g. IUCN environmental policy and law paper - LAW
- Add **Note –** Catalogue as Monograph
- Click **Save**
- Click **Non-Predictive Component Pattern**
- Click **Add Issue**
- Enter free text statement to describe coverage e.g. **N.1 1972 and on**

Search title in **Serials Check-in**
- Confirm Expected issue = free text statement
- Click **Quick Check-in**
- Click **History** > Select Issue > Click **Display in OPAC** to turn OPAC display to **NO.**

Catalogue Module -Holdings
- +852 0 $b location
- +866   0 $a Individual volumes are listed by author and title in the catalogue. $z Currently received.
- Holdings record should display in OPAC.

(See IUCN Environmental law and policy papers. - AHJ-0991)

b) Newspapers
Acquisitions Module – Purchase Order
Follow instructions as above except:
- **Check-in Note**: Do not check-in. Issues rec'd directly at *location.*
- **Add Issue** free text statement: Rec'd directly at *location*.
- **Quick Check-in** issue and turn OPAC display to No.

Catalogue Module – Holdings
- +852 0 $b location
- +866   0 $a Library retention statement, e.g Library keeps unbound issues until replaced by microfilm (AW1.R-12).
- Holdings record should display in OPAC.

(See: Globe and Mail - AHI-5943 – kr news)