

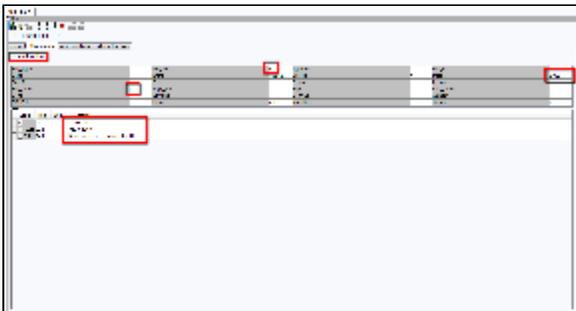
Creating staff processing records and brief serial records in Sirsi

Creating a brief bibliographic record for a serial

NOTE: These records are created as a place holder until such time as a full record is loaded into Sirsi either manually or through the MARC record service.

1. Use the *Add Title* wizard to create a new record.
2. Confirm the Bib_Lvl fixed field value is s.
3. Add the [Serials Solutions SSJ number](#) (if one exists) to the 001 and the title control number field (on the Control tab). ****FOR ELECTRONIC BIB RECORDS ONLY****
4. Add the ISSN to the 022 field without a qualifier. (Monographs add ISBN to 020)
5. Add the title to the 245 field.
6. Add [brief] to the end of the title in the 245 field.
7. Change the Ser_Type field to | (pipe).
8. Change the Date1 field to "9999."
9. Confirm that the record is NOT shadowed at the title level.
10. Save

Example:



Creating a staff processing record

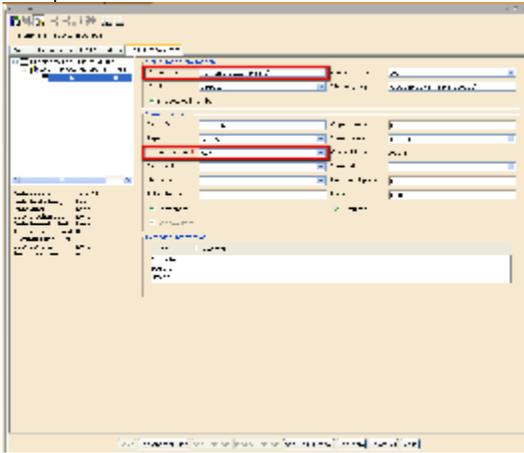
NOTE: These records are created for billing bundles, single line package billings and other situations in which a full bibliographic record will never be loaded into Sirsi.

1. Use the *Add Title* wizard to create a new record.
2. Confirm the Bib_Lvl fixed field value is s.
3. Add the title to the 245 field.
4. Add [staff processing record] to the end of the title in the 245 field.
5. Add alternate titles for searching to the 246 field if necessary.
6. Change the Ser_Type field to | (pipe).
7. Change the Date1 field to "9999."
8. These records can be shadowed at the title level if desired.
9. Save

Creating the item record

1. Add the [ACQSER](#) prefix to the autogenerated call number. [ACQMONO for Monograph records]
2. Confirm the Class scheme is AUTO.
3. Confirm that the home location is set to ACQ-S.
4. Save

Example



Creating a template

1. Right click on "Add title" and select "Properties."
2. Select the "Defaults" tab.
3. Fill out your default values to match the example below:

