ACQSER Explanation and Use

What is an ACQSER item?

- ACQSER items are items with call numbers that begin with ACQSER and have a home location of ACQ-S.
- ACQSER items are attached to bib records for print serial materials that have dated orders.
- ACQSER items do not represent any actual items on the shelf. They serve as a placeholder item.

How do we use ACQSER items for journals?

Order records are tied to call number records in Sirsi. By adding an ACQSER item to a bibliographic record, all of the dated orders for that title can be attached to the ACQSER call number record rather than attaching them to the individual items/call numbers representing volumes on the shelf or an electronic subscription. This is helpful for few reasons.

- In Sirsi, if an order is attached to an call number/item record it cannot be moved to a new library location. For example, if you wanted to move a series of print periodical volumes from Hill to the bookBot, Sirsi would not let you change the library location of any call number/item records that had orders attached to them. However, if all of the orders for the title are attached to the placeholder ACQSER callnumber/item record, the individual items representing print volumes on the shelf can have their location library changed whenever necessary.
- Attaching orders to the ACQSER is also helpful because it centrally locates all of the order information on a single call number record rather than dispersing the order information throughout a series of call number/item records representing each year of the libraries subscription. In essence, it affiliates the subscription/order information at the title/call number level rather than the individual volume level.
- When creating a brief bibliographic record for a new electronic journal, we use the ACQSER call number/item record for the same reason as print, to hold all of the order associated with that electronic journal subscription. When that brief bib is overlayed by a complete bibliographic record, it will create an call number/item record with the correct call number and the proper coding for an electronic resource.
- In short, any time order records are present for a serial or databases, an ACQSER call number/item record should be there hold bring all of the order record information together.

To see ACQSERs in action, take a look at the following instructions:

- **Creating staff processing records and brief serial records in Sirsi**
- **Relinking serial orders**
- **Serials - Adding new print titles**