

Using Evergreen's Serials Module

Documentation Interest Group

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Table of Contents

<u>I. Introduction</u>	<u>4</u>
<u>1. About This Documentation</u>	<u>6</u>
<u>2. Special Issues</u>	<u>7</u>
<u>A. Attributions</u>	<u>8</u>
<u>B. Admonitions</u>	<u>10</u>
<u>Index</u>	<u>11</u>

Part I. Introduction



Table of Contents

<u>1. About This Documentation</u>	<u>6</u>
<u>2. Special Issues</u>	<u>7</u>

Chapter 1. About This Documentation

This guide was produced by the Evergreen Documentation Interest Group (DIG), consisting of numerous volunteers from many different organizations. The DIG has drawn together, edited, and supplemented pre-existing documentation contributed by libraries and consortia running Evergreen that were kind enough to release their documentation into the creative commons. Please see the [Attributions](#) section for a full list of authors and contributing organizations. Just like the software it describes, this guide is a work in progress, continually revised to meet the needs of its users, so if you find errors or omissions, please let us know, by contacting the DIG facilitators at docs@evergreen-ils.org.

This guide to Evergreen is intended to meet the needs of library workers who provide serial services.

It is organized into Parts, Chapters, and Sections addressing key aspects of the software.

Copies of this guide can be accessed in PDF and HTML formats from <http://docs.evergreen-ils.org/>.

About Evergreen

Evergreen is an open source library automation software designed to meet the needs of the very smallest to the very largest libraries and consortia. Through its staff interface, it facilitates the management, cataloging, and circulation of library materials, and through its online public access interface it helps patrons find those materials.

The Evergreen software is freely licensed under the GNU General Public License, meaning that it is free to download, use, view, modify, and share. It has an active development and user community, as well as several companies offering migration, support, hosting, and development services.

The community's development requirements state that Evergreen must be:

- Stable, even under extreme load.
- Robust, and capable of handling a high volume of transactions and simultaneous users.
- Flexible, to accommodate the varied needs of libraries.
- Secure, to protect our patrons' privacy and data.
- User-friendly, to facilitate patron and staff use of the system.

Evergreen, which first launched in 2006 now powers over 544 libraries of every type - public, academic, special, school and even tribal and home libraries - in over a dozen countries worldwide.

```
:leveloffset: -1
include::serials/A-intro.txt[]
include::serials/B-copy_template.txt[]
include::serials/C-subscription-SCV.txt[]
include::serials/D-subscription-ASCV.txt[]
include::serials/E-edit_subscriptions.txt[]
include::serials/F-Receiving.txt[]
include::serials/Group_Serials_Issues_in_the_OPAC_2.2.txt[]
```

Chapter 2. Special Issues

Currently, creating a special issue can only be done through the Alternate Serials Control View.

1. Create an issuance in the Serials Control View or the Alternate Serials Control View
2. In the Alternate Serials Control View, click on the name of your special issue in the list of issuances.
3. Click the New Items button
4. Enter the appropriate information
5. The item is now ready to receive. If you complete the Date Received field and change the status to received then it will receive the issue but it won't create the associated copy record whereas if you leave it blank and receive the item through the Serials Control View or Batch Receive function you can create the Copy Record at that time.

Appendix A. Attributions

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Appendix B. Admonitions

- Note



- warning



- caution



- tip

Index