Claim Report for Serial Issues

We can now produce the Claim Report for Serial Issues. The report does have a few problems which are described below but we think that it will be useful despite these problems. We hope to improve the report in the future.

This document includes information about the report:

- How the Claim Report for Serial Issues works
- Some known problems with the Claim Report for Serial Issues
- How to request the Claim Report for Serial Issues
- How to submit questions about the Claim Report for Serial Issues

How the Claim Report for Serial Issues works

The Claim Report for Serial Issues includes entries for issues where the claim date has passed. The first claim date is the Expected Arrival Date of the issue. The Expected Arrival Date is calculated based on the date in the Issue Date field plus the number of days in the First Claim field found on the Subscription Information Form. The Issue Date and the Expected Arrival Date are on Tab 3 of the Item Form. The second claim date is calculated from the Expected Arrival Date of the claimed issue plus the value defined in the Second Claim field on the Subscription Information Form. Additional claims work the same way.

In the future, we should be able to produce separate reports for issues with No Claims, One Claim, or Two Claims; for now, all reports will include all issues with an expired claim date regardless of the number of claims. The report does include a column that tells you how many claims have been sent for that issue.

The report can be sorted by Vendor or by Title.

Distributed by the HUL Office for Information Systems (OIS).
Some known problems with the Claim Report for Serial Issues

We can run this report by sublibrary but not by Order Unit. The Order Unit does not appear on the printed report. This may present a problem for larger units who handle materials for multiple sublibraries and those who have multiple Order Units. It should not be a problem for most smaller units.

The report includes a Batch Claim column which indicates whether the Send Claims box is checked on the Subscription Form.

We are still testing batch claims so you will not receive any claims with the report at this time. All claims must be done manually. We will let you know when batch claiming is available.

You may find extraneous issues listed on your report that are not linked to your subscriptions. These may be issues for your sublibrary or for a different sublibrary. This is related to a problem we had earlier where an Expected Arrival Date was added to items that were “touched” as part of a correction for Widener-type call numbers. Most of the items with this problem have been fixed but a few that were missed are showing up on claim reports. We will fix the remaining items as soon as we can. In the meantime, please report any you find to OIS.

How to request the Claim Report for Serial Issues

If you would like to receive this report for your Sublibrary, please submit a request through the Aleph Support Center under the category Printing / Products. Indicate whether you would like the report sorted by Vendor or by Title and include the Print ID of the person who will print the report. We will run the report once then you can decide if you want it to run on a weekly basis. The URL for Printing / Products is …

http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-prod.html

How to submit questions about the Claim Report for Serial Issues

If you have questions about how this report works or any other serial processing functions, please send them through the Aleph Support Center under the category Serials Processing. The URL for Serials Processing is ...

http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-ser.html