How to Handle Title Changes in Aleph

Use this work aid in conjunction with the following training documentation.

- Learner’s Guide for CATN: Cataloging for Non-catalogers, or the Learner’s Guide for CATCA: Cataloging for Catalogers A
- Learner’s Guide for SERP: Serials Predictive Check-in
- Work aid: Holdings Templates for New Serials in Aleph

This work aid contains instructions on how serials acquisitions staff should handle a title change. The process consists of many steps that are documented here. Keep in mind that the way the workflow is organized is a local decision.

The process begins when you realize that the title in hand is a title change. You will need to close the serial order for the earlier title and then create a new serial order for the later title.

1. Close the Serial Order of Earlier Title
   - Open the Acquisition Module and locate your serial order. If you have the order number, the most direct way to search is by using the Get Order button. If you don't have the order number, you can search using the:
     1. Order Index List (which allows you to search the order file by various indexes with filters available to help narrow your search);
     2. Find and Scan searches in the Acquisitions module; or
     3. Search module and pushing the title into Acquisitions.
   - In the Order List, choose the order for your sublibrary and click on the Modify button. In Tab 1 of the Order Form click on Order Status and Choose CLS for Order Closed.
   - If there’s any important processing information in the Library Note field that you want for the new title order, you can highlight it and press Ctrl and C to copy it. Later, you can paste this information into the new title order Library Note field by pressing Ctrl and V. You might want to add an additional note in this field on the current record about the title change, e.g. “Title changed to …” Make a note of the order number because you may want to add it to the new serial order
   - Click OK to save the Serial Order record.

2. Edit the Serial Order Order Log
   - From the Order List, click on the Order Log. If there’s any important processing information or other relevant note information that needs to be added to the new title order, you can write it down on a piece of paper or you can do a screen capture.
   - Delete any action dates. Highlight the entry that has an action date and click on the Remove A. Date button.
   - You may want to add a note explaining the title change.
   - Close the Order Log.
3. **Update the Subscription Form**
   - Close the Order List.
   - From the Navigation in Acquisitions, click on the **Serials** button.
   - Close the **Items** window.
   - Highlight your subscription on the **Subscription List**.
   - Click the **Modify** button.
   - Under **Tab 1**, update the subscription **To Date** to indicate when the subscription ceased.

4. **If Title Changes Mid-volume**

   If the title changes mid-volume, delete the predicted issues on the item list that have not been arrived. To send the remaining unbound issues on the item list to the bindery, follow the instructions in the Learner’s Guide for SERP: Serials Predictive Check-in, Lesson 10: Merging Item Records for Bound Volumes and Editing Holdings Records.

5. **Pre-order Searching**

   In order to avoid duplicate record creation, it is advisable that you search Aleph first to see if a record for the new title already exists.

6. **Bibliographic Record for New Title**

   If a bibliographic record already exists in Aleph for the new title, by all means, use it. If no record exists, create a new provisional record in the cataloging module from scratch, from a template, by duplicating or by importing a record from an external database. These methods are described in the Learner’s Guide for Cataloging for Non-catalogers (CATN), Lesson 2, called Moving a Bibliographic Record into the Cataloging Module. This information may also be found in the Learner’s Guide for Cataloging for Catalogers A (CATCA), Lesson 3. The bibliographic record for the new title should include a 780 linking field to the earlier title.

7. **Add Holdings Record**

   Once you have created the provisional bibliographic record in Aleph for the new title,
   - add a holdings record by clicking on **File, Load HOL Record from Server** or **Ctrl-O**.
   - From the **Holdings List**, click **Add Record**.
   - **Highlight** the newly created **HOL record number** and click **Edit**. The **HOL record** will come up on the screen.
   - Click on the **008 field** to bring up the 008 information. Look at the **Receipt or Acquisitions Status field**.
   - Change the value of this field to **4**. It will now say **Currently Received** in the public catalog.
   - Click **OK** to close the **008 field**
   - Click on the **Edit** menu; click on **New field (choose from list)**
   - Choose **852** from list;
   - Change subfield to “b” and add your sublibrary code
   - Click on **Edit** menu, and **New subfield** or use function key **F7**
   - Fill in blank with “c” and add text for the collection, e.g. “GEN”

**NOTE:** At this point, you may want to use a holdings template if you are going to predict the arrival of issues. See related document called Holdings Templates for New Serials in Aleph.
If you did not use a holdings template, there are two different ways to set up the holdings record depending on whether you plan to predict the arrival of issues or not.


8. **Push into Acquisitions Module by clicking on moneybag icon on toolbar.**
   - Click **Add** on the Order List.
   
   **NOTE:** Many of the steps outlined below may be avoided if you have previously saved your defaults.

   - Select Serial for order type and click **Ok**.
   In Tab 1 of the Order Form click on **Order Status** and Choose SV (“Sent to Vendor” – no order will be sent). Using the screen prints from the earlier title, enter correct **Sublibrary**, **Material Type**, **Acquisition Method** and **Order Unit**. Add note such as “Title change from …” in Library Note field on Tab 1, if desired. You may also want to add the order number of the earlier title in the **Order Number 2** box. This field is searchable.
   - In Tab 2 of the Order Form, enter appropriate Vendor information. Enter your **Subscription Start** and **End** dates.
   - In Tab 3 of the Order Form, fill in the **Number of Units**: **Note:** Most libraries don’t encumber serial/standing orders once the first piece has come in. However, at this point, staff can do one of two things if they want to associate a budget with their order.
     1. You can’t fill in a budget code in the **Encumber Budget** field unless you encumber. To encumber, you need to fill in the **Unit Price** field (this price could be $0.01 if necessary), click on **Refresh** and then encumber the appropriate budget.
     2. If you want to record the budget without encumbering, you can enter the budget code in the **Price Note** field.
   - Click on **OK**.

9. **Decide Whether to Check-in New Title Manually or Using Predictive Check-in**

What steps you take next depend on whether you will be setting up the new title for manual check-in or predictive check-in.

- For **manual check-in**: follow the instructions in section 8.3 of the Learner’s Guide for SERM called *Creating A Subscription Information Form in the Acquisitions Module*.
- For **predictive check-in**: follow the instructions in section 8.2 of the Learner’s Guide for Predictive Check-in called *Creating A Subscription Information Form in the Acquisitions Module*. 