

Serial holdings

Item Records for Serial Titles

Magazines

See also: Horizon Serials List

Annuals

Exceptions to using Serial records

There are two basic types of serials in the SEO database:

1. Magazines: published monthly or every few months.
The date of coverage is put in the Call Number area of the item record.
2. Annuals: published once a year, or every few years
Assign a Dewey Decimal call number and cutter as per your library's policies.
The date of coverage is put in the Copy area of the item record.

Magazines

See also: Horizon Serials List

1. Enter the date in Year/Month/Day format.

For March 2006, enter	2006/03
For December 25, 2006, enter	2006/12/25
For Dec. 30, 2005-Jan. 2, 2006, enter	2005/12/30
Or, optionally,	2005/12/30-2006/01/02

2. Enter the issue date in the call number field of the holdings record.

Call number	2006/12/25
Call number	2006/03

Good Housekeeping example

2005/08
2005/12
2006/01
2006/04
2006/08
2006/12

Newsweek example

2005/04/13
2005/04/20
2005/04/27
2006/04/12
2006/04/19
2006/04/26

Special situation:

One issue covers more than one month

Some magazines have an issue that spans more than one month.
The **beginning** date is most important, not the ending date

Teacher magazine. It is issued monthly most of the time, but there are combined issues for May-June and November-December.

Dates of coverage	Call number	Optional method
May-June 2004	2004/05	2004/05-06
November-December	2004/11	2004/11-12

Some magazines have issues that span December of one year and January of the next. The **beginning** date is most important, not the ending date.

Dates of coverage	Call number	Optional method
Dec. 30, 2005-Jan. 2, 2006	2005/12/30	2005/12/30-2006/01/02

If the magazine's title is on the Horizon Serials List, then attach it to the serial record for the **beginning** year, not the ending year. In this case, 2005, not 2006.

Annuals

See also: Finding matching records: Serials

SEO policy is to use serial records instead of monograph records for titles that are published annually or every few years.

Examples of typical annual serials:

- Travel guidebooks: "Frommer's guide to Florida."
- Test guides: "Master the SAT"
- Collectible and price guides: "Antique Trader's price guide to..."
"Handbook of United States coins"

How to identify a candidate for a serial record:

1. The item states the year somewhere in the title.
ex: "Official 2006 price guide to football cards" goes on the serial record,
"Official ... price guide to football cards"
 2. It says it's the "[year] edition."
"2006 edition."
- or
3. It has a high edition statement.
"4th edition," or "63rd ed."

*Remember: **it's impossible to find a serial record using an ISBN search.** Use any other search, such as Title or ISSN.

Once you've found a serial record for an annual,

1. Enter the Call Number and Cutter as usual
2. Enter the year(s) of coverage in the Copy area of the item record
3. If the serial covers more than one year, include both the beginning and ending dates of coverage, with a dash in between.

Ex: Dewey call number + Cutter + Beginning year-Ending year

Title	Call number + Cutter	Copy
Official ... price guide to football cards	796.332 OFF	2005
Your love horoscope	133.583 YOU	2006
Occupational outlook handbook	331.7 OCC	2006-2007

Exceptions to using serial records:

See also: the end of [Horizon Serials List](#)

The only exceptions are cases where it's important to list contents in the record.

- Exception 1: Short story or essay collections
ex: Best short stories, 2004.

When you have a collection of short stories or essays by year, use the monograph record which includes the year in the title. The monograph record has contents notes, listing the authors and titles of each story. This helps patrons find their favorite authors and stories.

Serial records don't have contents notes, so aren't as helpful in this situation.

When forming the call number, include the year(s) the book covers in the COPY area of the item record.

ex: 813.08 BES 2004

- Exception 2: Chilton and Motor auto repair manuals that cover several years
ex: Motor auto repair manual, covering 1993-1996.

When you have a title like "Chilton import car repair manual, 1998-2002," the brands of import cars covered in the 1998-2002 may be different than the brands covered in 1996-2000.

The monograph record can have notes listing exactly what brands are covered in each year range, so people can find information on their particular car.

Serial records don't have contents notes, so aren't as helpful in this situation.

When forming the call number, include the year(s) the book covers in the Copy area of the item record.

ex: 629.287 CHI 2000-2004