

# Retrospective Bound Journal Inventory Project

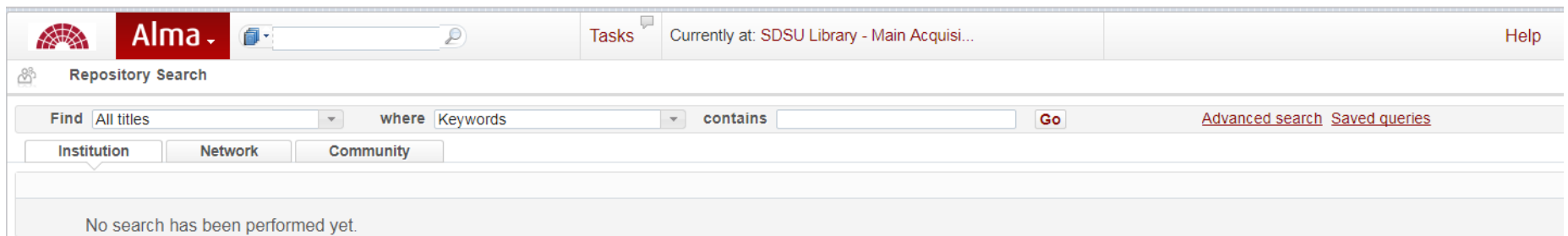
(revised 20170823 plm)

## 1) LOCATING THE CORRECT BIBLIOGRAPHIC RECORD IN ALMA

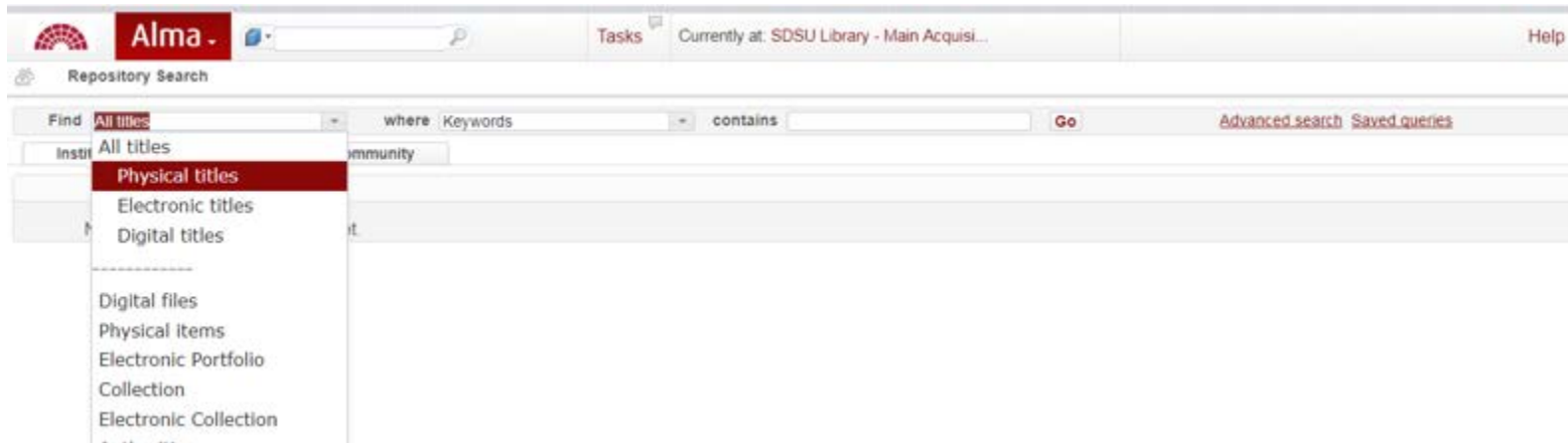
a) To start searching, click on Magnifying Glass in upper left corner.



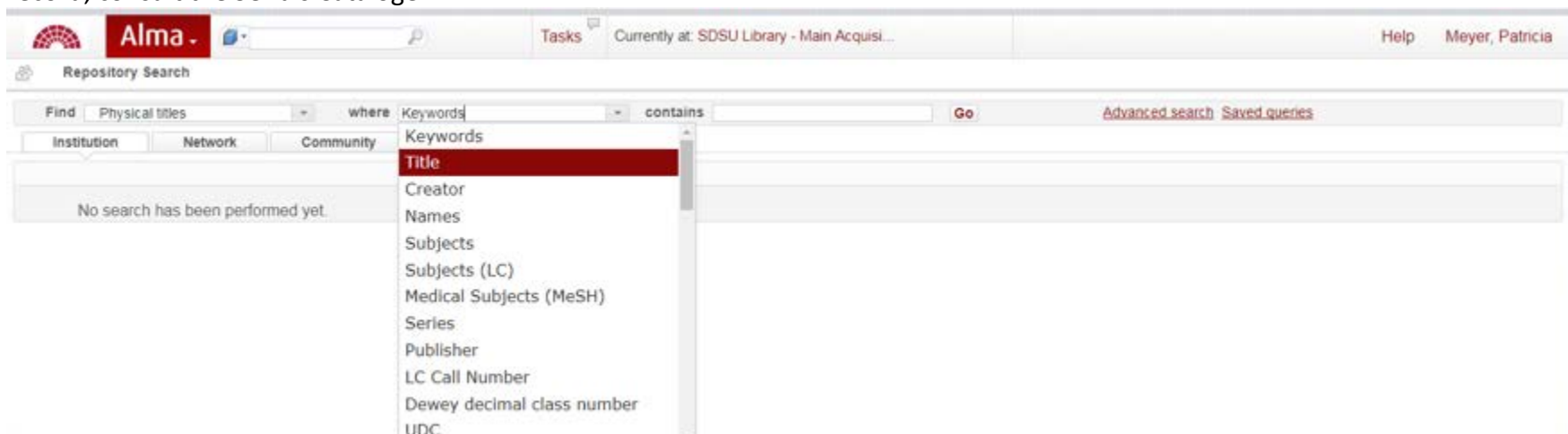
b) You will see an expanded search screen.



c) Select **Physical titles** from the **Find** field drop down menu.



d) Select **Title** in the **where** field drop down menu. Another useful option in this menu is the **ISSN** (International Standard Serials Number). Note: There are multiple ways to search in Alma, but the Title and ISSN will get you where you need to go most of the time. As of 08/21/2017, the LC Call Number search does not seem to be working correctly. If you are having difficulty locating the correct bibliographic record, consult the Serials Cataloger.



e) Type the title into **contains** box and click **Go** button.

f) Verify the bibliographic record matches the enumeration and chronology for the volumes you are working with. In this example of McCall's they are v.48:no.12 (Sept. 1921) – v.128:no.6 (Mar. 2001). **If there is a discrepancy with matching the dates, alert Serials Cataloger.**


1 **McCall's.**  
**Journal** (Los Angeles, Calif. : McCall Pub Co Vol. 48, no. 12 (Sept. 1921)-v. 128, no. 6 (Mar. 2001).)  
**Language:** English **Record number:** (OCoLC)05947724  
**Availability:** [Physical version](#) at **SDSU Library: 5th Floor Periodicals; AP2 .M17** v.100(1972:Oct)-101(1974:Sept)  
[Physical version](#) at **SDSU Library: Compact Shelf/Periodicals; AP2 .M17** v.74(1946:Oct)-76(1949:Aug), 77(1949:Oct), 77(1949:Dec)-77(1950:Feb), 77(1950:Apr)-77(1950:May), 77(1950:July)-77(1950:Aug)  
[Physical version](#) at **SDSU Library: Microforms Center/Microfiche; C-380** v.102:no.1(1974:Oct.)-v.128:no.6(2001:Mar.),  
**and others**  
[Holdings](#) | [Items](#) | [Edit Record](#) | [Order](#) | [Request](#) | [Linked Data](#) | [Reminders](#) | [More info](#)

g) In some cases, we have volumes in multiple location. In this example, 5<sup>th</sup> Floor Periodicals, and Compact Shelf/periodicals. Make sure you are using the correct location for the items. If you need assistance creating an item for a new location, consult the Barcoding Project manager.

1 **McCall's.**  
**Journal** (Los Angeles, Calif. : McCall Pub Co Vol. 48, no. 12 (Sept. 1921)-v. 128, no. 6 (Mar. 2001).)  
**Language:** English **Record number:** (OCoLC)05947724  
**Availability:** [Physical version](#) at **SDSU Library: 5th Floor Periodicals; AP2 .M17** v.100(1972:Oct)-101(1974:Sept)  
[Physical version](#) at **SDSU Library: Compact Shelf/Periodicals; AP2 .M17** v.74(1946:Oct)-76(1949:Aug), 77(1949:Oct), 77(1949:Dec)-77(1950:Feb), 77(1950:Apr)-77(1950:May), 77(1950:July)-77(1950:Aug)  
[Physical version](#) at **SDSU Library: Microforms Center/Microfiche; C-380** v.102:no.1(1974:Oct.)-v.128:no.6(2001:Mar.),  
**and others**  
[Holdings](#) | [Items](#) | [Edit Record](#) | [Order](#) | [Request](#) | [Linked Data](#) | [Reminders](#) | [More info](#)

## 2) CREATING A NEW ITEM RECORD FROM SCRATCH

- a) If the Title does NOT HAVE ITEM RECORDS, there is not a hyperlink for Items listed. If the Title HAS ITEMS, skip to 3) CREATING AN ITEM USING AN EXISTING ITEM RECORD.

1  **The journal of the American Society of Safety Engineers.**  
**Journal** By American Society of Safety Engineers. ([Park Ridge, Ill., etc.] American Society of Safety Engineers v. 1-14, no. 9; Feb. 1956-Sept. 1969.)  
**Language:** English **Record number:** (OCoLC)01787468  
**Availability:** Physical version at SDSU Library: 5th Floor Periodicals; T55 .A54 v.11: no.1(1966:Jan)-12:no.12(1967:Dec), 14:no.1(1969:Jan)-14:no.9(1969:Sept)  
[Holdings](#) | [Edit Record](#) | [Order](#) | [Request](#) | [Linked Data](#) | [Reminders](#) | [More info](#)

- b) Click on the **Holdings** hyperlink. If there are multiple locations, click on the **Holdings** hyperlink for the location you are working with.

### *Multiple Locations With items*


Select the correct holdings statement and then select the “view items” button. From there you should be able to add your items.

### *Single Location No Items*

For this you need to click on the holdings statement (e.g. “fifth floor periodicals”) and then add your first item as described above.

### *Single Location With Items*

Click the “Items” link and then from there you should be able to add items.

1  **The journal of the American Society of Safety Engineers.**  
**Journal** By American Society of Safety Engineers. ([Park Ridge, Ill., etc.] American Society of Safety Engineers v. 1-14, no. 9; Feb. 1956-Sept. 1969.)  
**Language:** English **Record number:** (OCoLC)01787468  
**Availability:** Physical version at SDSU Library: 5th Floor Periodicals; T55 .A54 v.11: no.1(1966:Jan)-12:no.12(1967:Dec), 14:no.1(1969:Jan)-14:no.9(1969:Sept)  
[Holdings](#) | [Edit Record](#) | [Order](#) | [Request](#) | [Linked Data](#) | [Reminders](#) | [More info](#)

c) You will be taken to the Record View, where you will click on **Edit** button located on upper and lower right).

The screenshot shows the Alma Record View interface. At the top, the Alma logo is on the left, and the user name 'Oyuela, Christop...' is on the right. The main header area contains the record title 'The journal of the American Society of Safety Engineers', MMS ID '22282030240002917', and record format 'marc21\_holding'. Below this is a list of MARC fields, with the 004 field highlighted in yellow. At the bottom right, there are 'Back' and 'Edit' buttons, both circled in blue. A 'Tools' button is also visible in the top right and bottom right corners.

Alma

Record View

Tasks Currently at: None

New UI Preview

Help Oyuela, Christop...

Back Edit

Title The journal of the American Society of Safety Engineers

MMS ID 22282030240002917

Record format marc21\_holding

Suppress from publishing No

Brief level

Tools

LDR 00556ny 22001813n 4500

001 h3052331-01cals\_sdl

004 b18263975-01cals\_sdl

005 20170818112742.0

007 ta

008 030106 0u 0 0001uu 0

014 1\_ |a 1787468 |b OCoLC

022 0\_ |a 0003-1208

035 \_\_ |a (OCoLC)1787468

035 \_\_ |a (OCoLC)1787468

035 \_\_ |a (CDS)c:1311694-01cals\_sdl

245 04 |a The Journal of the American Society of Safety Engineers

852 01 |b Main |c ps5 |h T55 |j A54

866 \_\_ |a v.11.no.1(1966:Jan)-12.no.12(1967:Dec), 14.no.1(1969:Jan)-14.no.9(1969:Sept)

Tools

Back Edit

d) You will be taken to the MD Editor, where you will click on **Add Item** button located on upper center of the screen.

The screenshot displays the Alma MD Editor interface. At the top, the Alma logo is on the left, and navigation options like 'Tasks' and 'New UI Preview' are on the right. The main area shows a MARC record with fields such as LDR, 001, 004, 005, 007, 008, 014, 022, 035, 245, 852, and 866. A blue circle highlights the 'Add Item' button in the top toolbar. Below the record, a yellow warning box lists 11 errors for field 008, such as '["" is not a valid code for position 6 for field 008]'. A 'Rules' tab is visible at the bottom left.

Alma - MD Editor

Tasks Currently at: None

New UI Preview Help Oyuela, Christop... Back

Templates

Records

- MARC21 Bibliographic
- MARC21 Holdings
- Dublin Core

File Edit Tools

You have 11 warning(s) in your record

Working on -The journal of the A (22282030240002917) , Created by import (06/14/2017 10:31:16 AM PDT), Modified by 809756682 (08/23/2017 11:48:11 AM PDT)

LDR	00566ny##22001813n#4600
001	h3052331-01cals_sdl
004	b18263975-01cals_sdl
005	20170818112742.0
007	ta
008	030106##0u###0###0001uu##0#####
014	1 \$\$a 1787468 \$\$b OCoLC
022	0 \$\$a 0003-1208
035	\$\$a (OCoLC)1787468
035	\$\$a (OCoLC)1787468
035	\$\$a (CDS)c1311694-01cals_sdl
245	0 4 \$\$a The Journal of the American Society of Safety Engineers
852	0 1 \$\$b Main \$\$c ps5 \$\$h T55 \$\$i .A54
866	\$\$a v.11:no.1(1966:Jan)-12:no.12(1967:Dec), 14:no.1(1969:Jan)-14.no.9(1969:Sept)

Info Alerts Linked Data

008

- ["" is not a valid code for position 6 for field 008
- ["" is not a valid code for position 7 for field 008
- ["" is not a valid code for position 12 for field 008
- "0" is not a valid code for position 14 for field 008
- ["" is not a valid code for position 16 for field 008
- "0" is not a valid code for position 20 for field 008
- "1" is not a valid code for position 21 for field 008
- ["" is not a valid code for position 25 for field 008

Rules

e) You will be taken to the Physical Item Editor, where you will enter the following:

- i) **Material Type** – Select **Issue** from the pull down menu.
- ii) **Item Policy** – Select **7-Day** from the pull down menu. **(no longer necessary as of 2023)**
- iii) **Enumeration A** – Type the **first level of enumeration** (usually the volume number(s)) into this field. If there is no enumeration, use the chronology as the Enumeration A (and Enumeration B, if applicable).
- iv) **Enumeration B** – Type the **second level of enumeration** (usually the issue numbers) into this field. If there is not a second level of enumeration, leave this field blank.
- v) **Chronology I** – Type the **first level of chronology** (usually the year) into this field.
- vi) **Chronology J** – Type the **second level of chronology** (usually the months or seasons) into this field.

f) **DO NOT enter the barcode yet!**

General	ENUM/CHRON	Notes	History
General Information			
Barcode	30650018085080	Copy ID	1
Material type	Bound Issue	Item policy	-
Provenance	Unknown	Is magnetic	-
PO Line		Issue date	-
Receiving date	-	Expected receiving date	-
Enumeration A	154	Enumeration B	1-6
Chronology I	1985	Chronology J	01-06
Description	v.154 no.1-6 1985 Jan-June	Pieces	-
Pages	-	Receiving operator	100193519
Replacement cost	-		

g) After entering the Enumeration and Chronology, click the **Generate** button.

h) Notice the Description field has populated using the chronology and enumeration data. Double check this information is correct BEFORE moving on. If necessary, revise the Enumeration and/or Chronology fields and click the Generate button again to revise.


The screenshot displays the Alma Physical Item Editor interface. At the top, the Alma logo is visible on the left, and the user's name 'Meyer, Patricia' is on the right. The main header shows 'Physical Item Editor' and 'Currently at: SDSU Library - Main Acquisi...'. Below the header, there are several sections:

- Resource description:** The journal of the American Society of Safety Engineers. American Society of Safety Engineers. American Society of Safety Engineers [Park Ridge, Ill., etc.] v. 1-14, no. 9: Feb. 1956-Sept. 1969. [0003-1208]
- SDSU Library:** 5th Floor Periodicals: T55 .A64
- View all holdings** and **View all items** links are present.
- Barcode** and **Process type** fields are empty.
- Material type** is set to 'Issue'.
- Provenance** and **PO Line** fields are empty.
- Receiving date** field is empty.
- Enumeration A** is '11'.
- Chronology I** is '1966'.
- Description** is 'v.11 no.1-12 1966 Jan-Dec' (highlighted in yellow).
- Pages** and **Replacement cost** fields are empty.
- Process type** field is empty.
- Copy ID** field is empty.
- Item policy** is '7-Day'.
- Is magnetic** field is empty.
- Issue date** field is empty.
- Expected receiving date** field is empty.
- Enumeration B** is '1-12'.
- Chronology J** is 'Jan-Dec'.
- Pieces** and **Receiving operator** fields are empty.

A **Generate** button is located next to the Description field. At the bottom, there is a section for **Inventory Number Information**.



i) As the last step, anchor your cursor in the barcode field and scan the volume's barcode.

 **Alma**

Tasks Currently at: SDSU Library - Main Acquisi... New UI Preview Help

**Physical Item Editor**

**Resource description** [The journal of the American Society of Safety Engineers. American Society of Safety Engineers. American Society of Safety Engineers \(Park Ridge, Ill., etc.\] v. 1-14, no. 9; Feb. 1956-Sept. 1969. \[0003-1208\]](#) **Holding**  
[SDSU Library: 5th Floor Periodicals: T55 .A54](#) **Holdings ID** 22282030240002917  
[View all holdings](#) **Barcode** 30650023609759 **Item ID** 23334956140002917  
[View all items](#) **Process type** - **Status** Item in place  
[Browse shelf listing](#)

**General Information** | **ENUM/CHRON Information** | **Notes** | **History**

<b>Barcode</b>	<input type="text" value=""/>	<b>Copy ID</b>	<input type="text" value=""/>
<b>Material type</b>	Issue	<b>Item policy</b>	7-Day
<b>Provenance</b>	<input type="text" value=""/>	<b>Is magnetic</b>	<input type="text" value=""/>
<b>PO Line</b>	<input type="text" value=""/>	<b>Issue date</b>	<input type="text" value=""/>
<b>Receiving date</b>	<input type="text" value=""/>	<b>Expected receiving date</b>	<input type="text" value=""/>
<b>Enumeration A</b>	11	<b>Enumeration B</b>	1-12
<b>Chronology I</b>	1966	<b>Chronology J</b>	Jan-Dec
<b>Description</b>	v.11 no.1-12 1966 Jan-Dec	<b>Pieces</b>	<input type="text" value=""/>
<b>Pages</b>	<input type="text" value=""/>	<b>Receiving operator</b>	809756682
<b>Replacement cost</b>	<input type="text" value=""/>		
<b>Process type</b>	<input type="text" value=""/>		

**Generate**

j) You will IMMEDIATELY be returned to the MD Editor screen where your update is confirmed and the item data is accessible. Voila!!! Your first item record for this title is finished!

The screenshot shows the Alma MD Editor interface. At the top, there is a navigation bar with the Alma logo, a search bar, and the current location: "Currently at: SDSU Library - Main Acquisi...". A "New UI Preview" button and "Help Meyer, Patricia" are also visible. Below the navigation bar, a message states: "The data for 'The journal of the American Society of Safety Engineers. American Society of Safety Engineers. American Society of Safety Engineers [Park Ridge, Ill., etc.] v. 1-14, no. 9, Feb. 1956-Sept. 1969. [0003-1208]' has been successfully updated".

The main interface is divided into several sections:

- Templates**: A sidebar on the left with a red header, containing "Records" and sub-items: "MARC21 Bibliographic", "MARC21 Holdings", and "Dublin Core".
- File Edit Tools**: A menu bar above the record editor.
- Record Editor**: The central area showing the record details. It includes a warning: "You have 11 warning(s) in your record". The record is titled "Working on -The journal of the A (22282030240002917)", created by import on 06/14/2017 and modified on 08/18/2017. Below this is a table of LDR (Library Data Record) fields:

LDR	Value
001	h3052331-01cals_sdl
004	b18263975-01cals_sdl
005	20170818112742.0
007	ta
008	030106##0u####0###0001uu##0##### ###

- Record Details**: A panel on the right, outlined in blue, showing the following information:
  - 1 **Library:** SDSU Library **Location:** 5th Floor Periodicals
  - Call Number:** T55 .A54
  - No. of items:** 1 **Available:** 1
  - Links: [View](#) | [Edit](#) | [View Items](#) | [Delete](#)

k) From this point, you can click on View Items hyperlink, to see the item you just created.

The screenshot shows the Alma MD Editor interface. At the top, the Alma logo is on the left, and the user's name 'Meyer, Patricia' is on the right. A notification banner states: "The data for 'The journal of the American Society of Safety Engineers. American Society of Safety Engineers. American Society of Safety Engineers [Park Ridge, Ill., etc.] v. 1-14, no. 9; Feb. 1956-Sept. 1969. [0003-1208]' has been successfully updated".

The main workspace is divided into several sections:

- Templates and Records:** A sidebar on the left lists 'MARC21 Bibliographic', 'MARC21 Holdings', and 'Dublin Core'.
- File Edit Tools:** A menu bar at the top of the workspace.
- Record Information:** A central pane shows the record title and creation/modification dates: "Working on -The journal of the A (22282030240002917) , Created by import (06/14/2017 10:31:16 AM PDT), Modified by 809756682 (08/18/2017 11:48:56 AM PDT)".
- LDR Table:** A table below the record information shows the LDR (Library Data Record) fields:
 

LDR	Value
	00556ny###22001813n#4500
001	h3052331-01cals_sdl
004	b18263975-01cals_sdl
005	20170818112742.0
007	ta
008	030106##0u####0###0001uu####0#####
- Item Details Pane:** On the right, a pane shows details for the first holding:
  - 1 Library: SDSU Library Location: 5th Floor Periodicals
  - Call Number: T55 .A54
  - No. of items: 1 Available: 1
  - Links: [View](#) | [Edit](#) | [View Items](#) | [Delete](#)

The screenshot shows the Alma 'List of Items' interface. At the top, the Alma logo is on the left, and the user's name 'Meyer, Patricia' is on the right. The page title is 'List of Items'.

The main content area displays the following information:

- Resource description:** [The journal of the American Society of Safety Engineers. American Society of Safety Engineers. American Society of Safety Engineers \[Park Ridge, Ill., etc.\] v. 1-14, no. 9; Feb. 1956-Sept. 1969. \[0003-1208\]](#)
- Location:** [SDSU Library: 5th Floor Periodicals: T55 .A54](#)
- [View all holdings](#)

Below this, there are controls for sorting and filtering:

- Sort routine: Description
- Status: All
- Find: [ ] in: Call number Go
- Buttons: Add Item, Bind Items, Change Holdings, Open Predicted Items, Withdraw items
- 1 - 1 of 1 Records Columns Tools
- [Re link to another Bib](#)

The main table displays the following data:

	Barcode	Library	Location	Call Number	Description	Status	Receiving date	
1	<a href="#">30650023609759</a>	SDSU Library	5th Floor Periodicals	T55 .A54	<a href="#">v.11 no.1-12 1966 Jan-Dec</a>	Item in place	-	Actions

- l) From this screen, you can select **Duplicate** from the **Actions** drop down menu to create a template for the next volume you want to add and follow the instructions in 4) **CREATING ITEM RECORDS USING THE DUPLICATE METHOD.**

The screenshot shows the Alma library system interface. At the top, there is a navigation bar with the Alma logo, a search bar, and the text "Tasks Currently at: SDSU Library - Main Acquisi...". On the right, there are links for "New UI Preview", "Help", and "Meyer, Patricia". Below the navigation bar, the page title is "List of Items" with a "Back" link. The main content area displays the following information:

Resource description [The journal of the American Society of Safety Engineers. American Society of Safety Engineers. American Society of Safety Engineers \[Park Ridge, Ill., etc.\] v. 1-14, no. 9: Feb. 1956-Sept. 1969. \[0003-1208\]](#)  
 Location [SDSU Library: 5th Floor Periodicals: T55 .A54](#)  
[View all holdings](#)

Sort routine: Description

Status: All

Find: in: Call number Go

Buttons: Add Item, Bind Items, Change Holdings, Open Predicted Items, Withdraw items

1 - 1 of 1 Records Columns Tools

	Barcode	Library	Location	Call Number	Description	Status	Receiving date	Actions
1	<a href="#">30650023609759</a>	SDSU Library	5th Floor Periodicals	T55 .A54	v.11 no.1-12 1966 Jan-Dec	Item in place	-	<ul style="list-style-type: none"> <li>View</li> <li>Edit</li> <li><b>Duplicate</b></li> <li>Change Location</li> <li>Withdraw</li> <li>Toggle Missing Status</li> <li>Work Order</li> <li>View hidden</li> </ul>

### 3) CREATING AN ITEM RECORD USING AN EXISTING ITEM RECORD

a) If the title already has item records, you will see a hyperlink for **Items**

The screenshot displays the Alma library catalog interface. At the top, the Alma logo is visible on the left, and the current location is 'Currently at: SDSU Library - Main Acquisi...'. A search bar contains the text 'Physical titles' and 'where Title contains applied mechanics reviews'. Below the search bar, there are tabs for 'Institution', 'Network', and 'Community'. On the left side, there is a 'Limit results to:' section with filters for 'Material Type' (Book (2), Journal (1)), 'Language' (English (3)), and 'Publication Year' (1948 (1), 1958 - 1966 (2)). The main results area shows three items, each with a title, author, language, record number, and availability information. The first item is 'Applied mechanics reviews.' by American Society of Mechanical Engineers. The second is 'Applied mechanics surveys, edited by H. Norman Abramson [and others]'. The third is 'Surveys in applied mathematics.' by United States. Office of Naval Research. Each item has a list of links including 'Holdings', 'Items', 'Edit Record', 'Order', 'Request', 'Linked Data', 'Reminders', and 'More info'. The 'Items' link is highlighted in yellow for the first item.

Alma

Tasks Currently at: SDSU Library - Main Acquisi... New UI Preview Help

Physical Titles

Find Physical titles where Title contains applied mechanics reviews Go Advanced search Saved queries

Institution Network Community

Limit results to:

Material Type

Book (2)  
Journal (1)

Language

English (3)

Publication Year

1948 (1)  
1958 - 1966 (2)

Resource Type

Book - Physical (2)  
Journal - Physical (1)

Sort by Rank Secondary Sort by Rank

1 - 3 of 3 Results

- Applied mechanics reviews.**  
Journal By American Society of Mechanical Engineers. (New York : American Society of Mechanical Engineers V. 1- Jan. 1948-)  
Language: English Record number: (OCoLC)01064296  
Availability: [Physical version](#) at **SDSU Library: 5th Floor Periodicals; TA1 .A63953** v.1:no.1(1948:Jan.)-v.37:no.4(1984:Apr.); v.37:no.9(1984:Sept.)-v.56:no.6(2003:Nov.); v.57(2004):v.58(2005)  
[Holdings](#) | [Items](#) | [Edit Record](#) | [Order](#) | [Request](#) | [Linked Data](#) | [Reminders](#) | [More info](#)
- Applied mechanics surveys, edited by H. Norman Abramson [and others].**  
Book By Abramson, H. Norman, (Washington, Spartan Books [1966])  
Language: English Record number: (OCoLC)00843867  
Availability: [Physical version](#) at **SDSU Library: 5th Floor Books; TA350 .A7** (1 copy, 1 available)  
[Holdings](#) | [Items](#) | [Edit Record](#) | [Order](#) | [Request](#) | [Linked Data](#) | [Reminders](#) | [More info](#)
- Surveys in applied mathematics.**  
Book By United States. Office of Naval Research. ([New York], Wiley [1958])  
Language: English Record number: (OCoLC)14351923  
Availability: [Physical version](#) at **SDSU Library: Compact Shelf/Books; QA3 .S7** v.1(1958)-v.5(1958)  
[Holdings](#) | [Edit Record](#) | [Order](#) | [Request](#) | [Linked Data](#) | [Reminders](#) | [More info](#)

- b) Click on the **Items** hyperlink to go to the List of Items screen. NOTE: Items are generally in chronological order and there may be multiple pages of item records.

Alma

Tasks Currently at: SDSU Library - Main Acquisi... New UI Preview Help Meyer, Patricia

List of Items [Back](#)


Resource description [Applied mechanics reviews. American Society of Mechanical Engineers New York : V. 1- Jan. 1948- \[0003-6900\]](#)  
 Location [SDSU Library: 5th Floor Periodicals: TA1 .A63953](#)  
[View all holdings](#)

Sort routine Description

Status All Find: in: Call number Go 1 - 20 of 97 Records Columns Tools

	Barcode	Library	Location	Call Number	Description	Status	Receiving date	Actions
1	<a href="#">30650023608504</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.1 1948	Item in place	-	<input type="button" value="Actions"/>
2	<a href="#">30650023608512</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.2 1949	Item in place	-	<input type="button" value="Actions"/>
3	<a href="#">30650023608520</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.3 1950	Item in place	-	<input type="button" value="Actions"/>
4	<a href="#">30650023608538</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.4 1951	Item in place	-	<input type="button" value="Actions"/>
5	<a href="#">30650023608546</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.5 1952	Item in place	-	<input type="button" value="Actions"/>
6	<a href="#">30650023608553</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.6-7 1953-1954	Item in place	-	<input type="button" value="Actions"/>
7	<a href="#">30650023608561</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.8-9 1955	Item in place	-	<input type="button" value="Actions"/>
8	<a href="#">30650023608579</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.10 1957	Item in place	-	<input type="button" value="Actions"/>
9	<a href="#">30650023608587</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.11 1958	Item in place	-	<input type="button" value="Actions"/>
10	<a href="#">30650023608595</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.12 1959	Item in place	-	<input type="button" value="Actions"/>
11	<a href="#">30650023608603</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.13 1960	Item in place	-	<input type="button" value="Actions"/>
12	<a href="#">30650023608611</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.14 1961	Item in place	-	<input type="button" value="Actions"/>
13	<a href="#">30650023608629</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.15 1962	Item in place	-	<input type="button" value="Actions"/>

- c) From any List of Items screen, select an item record matching the location for the volume you are adding by selecting **Duplicate** from the **Actions** drop down menu. This creates a template for you to edit by following the instructions in 4) **CREATING ITEM RECORDS USING THE DUPLICATE METHOD.**

Alma   Tasks Currently at: SDSU Library - Main Acquisi... New UI Preview Help Meyer, Patricia

List of Items Back

Resource description [Applied mechanics reviews. American Society of Mechanical Engineers New York : V. 1- Jan. 1948- \[0003-6900\]](#)  
 Location [SDSU Library: 5th Floor Periodicals: TA1 .A63953](#)  
[View all holdings](#)

Sort routine Description

Status  Find:  in: Call number Go

[Add Item](#) [Bind Items](#) [Change Holdings](#) [Open Predicted Items](#) [Withdraw items](#) 81 - 97 of 97 Records Columns Tools

[Relink to another Bib](#)

	Barcode	Library	Location	Call Number	Description	Status	Receiving date	Actions
81	<a href="#">30650023609288</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.38 no.1-4 1985 Jan-Apr	Item in place	-	<b>Actions</b>
82	<a href="#">30650023609775</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.38 no.5-9 1985 May-Sept	Item in place	-	View Edit <b>Duplicate</b>
83	<a href="#">30650023609783</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.38 no.10-12 1985 Oct-Dec	Item in place	-	Change Location Withdraw
84	<a href="#">30650023609791</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.39 no.1-4 1986 Jan-Apr	Item in place	-	Toggle Missing Status Work Order
85	<a href="#">30650023609809</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.39 no.5-9 1986 May-Sept	Item in place	-	View hidden
86	<a href="#">30650023609817</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.39 no.10-12 1986 Oct-Dec	Item in place	-	<b>Actions</b>
87	<a href="#">30650023609825</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.40 no.1-4 1987 Jan-Apr	Item in place	-	<b>Actions</b>

## 4) CREATING ITEM RECORDS USING THE DUPLICATE METHOD

- a) From any List of Items screen, select an item record matching the location for the volume you are adding by selecting **Duplicate** from the **Actions** drop down menu.

Alma

Tasks Currently at: SDSU Library - Main Acquisi...

New UI Preview Help Meyer, Patricia

List of Items [Back](#)

Resource description [Applied mechanics reviews. American Society of Mechanical Engineers New York : V. 1- Jan. 1948- \[0003-6900\]](#)  
 Location [SDSU Library: 5th Floor Periodicals: TA1 .A63953](#)  
[View all holdings](#)

Sort routine Description

Status All Find: in: Call number Go

[Add Item](#) [Bind Items](#) [Change Holdings](#) [Open Predicted Items](#) [Withdraw items](#) 81 - 97 of 97 Records Columns Tools

[Relink to another Bib](#)

	Barcode	Library	Location	Call Number	Description	Status	Receiving date	Actions
81	<a href="#">30650023609288</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.38 no.1-4 1985 Jan-Apr	Item in place	-	<b>Actions</b>
82	<a href="#">30650023609775</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.38 no.5-9 1985 May-Sept	Item in place	-	View Edit <b>Duplicate</b> Change Location Withdraw Toggle Missing Status Work Order View hidden
83	<a href="#">30650023609783</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.38 no.10-12 1985 Oct-Dec	Item in place	-	<b>Actions</b>
84	<a href="#">30650023609791</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.39 no.1-4 1986 Jan-Apr	Item in place	-	<b>Actions</b>
85	<a href="#">30650023609809</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.39 no.5-9 1986 May-Sept	Item in place	-	<b>Actions</b>
86	<a href="#">30650023609817</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.39 no.10-12 1986 Oct-Dec	Item in place	-	<b>Actions</b>
87	<a href="#">30650023609825</a>	SDSU Library	5th Floor Periodicals	TA1 .A63953	v.40 no.1-4 1987 Jan-Apr	Item in place	-	<b>Actions</b>



- b) This creates a template and opens it into a Physical Item Editor so you can revise it to match the item you are creating. The correct **Material Type** and **Item Policy** are already supplied. Modify the following fields as needed:
- i) Enumeration A
  - ii) Enumeration B
  - iii) Chronology I
  - iv) Chronology J.
- c) **DO NOT enter barcode yet!**

The screenshot shows the Alma Physical Item Editor interface. At the top, the Alma logo is on the left, and navigation options like 'Tasks' and 'Currently at: SDSU Library - Main Acquisi...' are in the center. On the right, there are buttons for 'New UI Preview', 'Help', and the user name 'Meyer, Patricia'. Below the header, a yellow notification bar states: 'Item has been successfully duplicated. You are currently editing the new item.' The main content area is divided into 'Resource description' and 'Holding' sections. The 'Resource description' includes the title 'Applied mechanics reviews. American Society of Mechanical Engineers New York : V. 1- Jan. 1948- [0003-6900]' and the location 'SDSU Library: 5th Floor Periodicals: TA1\_A63953'. The 'Holding' section shows 'Holdings ID 22246520930002917', 'Item ID 23334955560002917', and 'Status Item in place'. Below this, there are tabs for 'General Information', 'ENUM/CHRON Information', 'Notes', and 'History'. The 'ENUM/CHRON Information' tab is active, showing various fields: 'Barcode' (empty), 'Material type' (Issue), 'Provenance' (empty), 'PO Line' (empty), 'Receiving date' (empty), 'Enumeration A' (38), 'Chronology I' (1985), 'Description' (v.38 no.1-4 1985 Jan-Apr), 'Pages' (empty), 'Replacement cost' (empty), 'Process type' (empty), 'Copy ID' (empty), 'Item policy' (7-Day), 'Is magnetic' (empty), 'Issue date' (empty), 'Expected receiving date' (empty), 'Enumeration B' (1-4), 'Chronology J' (Jan-Apr), 'Pieces' (empty), and 'Receiving operator' (empty). A 'Generate' button is located between the 'Description' and 'Enumeration B' fields. Below the main form, there are sections for 'Inventory Number Information' (with fields for 'Inventory number' and 'Inventory price') and 'Location Information' (with fields for 'Permanent library' (SDSU Library), 'Permanent location' (5th Floor Periodicals), and 'Alternative call number').

d) In this example, only the **Enumeration B** and the **Chronology J** need to be changed before clicking on the Generate button

Physical Item Editor

Item has been successfully duplicated. You are currently editing the new item.

Resource description [Applied mechanics reviews. American Society of Mechanical Engineers New York : V. 1- Jan. 1948- \[0003-6900\]](#) Holding  
SDSU Library: 5th Floor Periodicals: TA1\_A63953 Holdings ID 22246520930002917  
[View all holdings](#) Barcode - Item ID 23334955560002917  
[View all items](#) Process type - Status Item in place  
[Browse shelf listing](#)

General Information ENUM/CHRON Information Notes History

Barcode	<input type="text"/>	Copy ID	<input type="text"/>
Material type	Issue	Item policy	7-Day
Provenance	<input type="text"/>	Is magnetic	<input type="text"/>
PO Line	<input type="text"/>	Issue date	<input type="text"/>
Receiving date	<input type="text"/>	Expected receiving date	<input type="text"/>
Enumeration A	38	Enumeration B	5-9
Chronology I	1985	Chronology J	May-Sept
Description	v.38 no.1-4 1985 Jan-Apr	Pieces	<input type="text"/>
Pages	<input type="text"/>	Receiving operator	<input type="text"/>
Replacement cost	<input type="text"/>		
Process type	<input type="text"/>		

**Inventory Number Information**

Inventory number	<input type="text"/>	Inventory date	<input type="text"/>
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- e) Notice the Description field has changed to reflect the new enumeration and chronology data. Double check this information is correct BEFORE moving on. If necessary, revise the Enumeration and/or Chronology fields and click the Generate button again to revise.

Alma - Physical Item Editor

Resource description [Applied mechanics reviews. American Society of Mechanical Engineers New York : V. 1- Jan. 1948- \[0003-6900\]](#)  
 SDSU Library: 5th Floor Periodicals: TA1\_A63953

Barcode -  
 Process type -

View all holdings  
 View all items  
 Browse shelf listing

General Information | **ENUM/CHRON Information** | Notes | History

Barcode: [ ] Copy ID: [ ]  
 Material type: Issue Item policy: 7-Day  
 Provenance: [ ] Is magnetic: [ ]  
 PO Line: [ ] Issue date: [ ]  
 Receiving date: [ ] Expected receiving date: [ ]  
 Enumeration A: 38 Enumeration B: 5-9  
 Chronology I: 1985 Chronology J: May-Sept  
 Description: **v.38 no.5-9 1985 May-Sept** **Generate**  
 Pages: [ ] Pieces: [ ]  
 Replacement cost: [ ] Receiving operator: [ ]

Holding  
 Item ID 23334955450002917  
 Status Item in place

- f) As the last step, anchor your cursor in the barcode field and scan the volume's barcode.

Alma - Physical Item Editor

Resource description [Applied mechanics reviews. American Society of Mechanical Engineers New York : V. 1- Jan. 1948- \[0003-6900\]](#)  
 SDSU Library: 5th Floor Periodicals: TA1\_A63953

Barcode -  
 Process type -

View all holdings  
 View all items  
 Browse shelf listing

General Information | **ENUM/CHRON Information** | Notes | History

Barcode: [blurred] Copy ID: [ ]  
 Material type: Issue Item policy: 7-Day  
 Provenance: [ ] Is magnetic: [ ]  
 PO Line: [ ] Issue date: [ ]  
 Receiving date: [ ] Expected receiving date: [ ]  
 Enumeration A: 38 Enumeration B: 5-9  
 Chronology I: 1985 Chronology J: May-Sept  
 Description: v.38 no.5-9 1985 May-Sept **Generate**  
 Pages: [ ] Pieces: [ ]  
 Replacement cost: [ ] Receiving operator: [ ]

Holding  
 Item ID 23334955450002917  
 Status Item in place

- g) Repeat these steps as needed to create additional item records.

## 5) HANDLING MULTIPLE COPIES

- a) Our first copy is always assumed to be Copy 1 and we leave the Copy ID field in the Item blank. **If you have more than one copy, each copy must be designated by number in the Copy ID field.** This only applies if the contents of each copy are identical.

The screenshot shows the Alma Physical Item Editor interface. At the top, there is a navigation bar with the Alma logo, a search bar, and a 'Tasks' section indicating the current location as 'SDSU Library - Main Acquisi...'. A 'New UI Preview' button and a 'Help' link are also visible.

The main content area is titled 'Physical Item Editor' and displays the following information:

- Resource description:** [Journal of experimental psychology. Psychological Review Co \[Princeton, N.J.\] : Vol. 1, no. 1 \(Feb. 1916\)- \[0022-1015\]](#)
- SDSU Library:** [5th Floor Periodicals: BF1 .J6](#)
- Holdings ID:** 22245010610002917
- Barcode:** 30650023606177
- Process type:** -
- Holding:** Item ID 23333305220002917, Status Item in place

Below this information are four tabs: 'General Information', 'ENUM/CHRON Information', 'Notes', and 'History'. The 'General Information' tab is active, showing a form with the following fields:

Barcode	30650023606177	Copy ID	1
Material type	Issue	Item policy	7-Day
Provenance		Is magnetic	No
PO Line		Issue date	
Receiving date		Expected receiving date	
Enumeration A	33	Enumeration B	
Chronology I	1943	Chronology J	July-Dec
Description	v.33 1943 July-Dec	Generate	
Pages		Pieces	

Alma Tasks Currently at: SDSU Library - Main Acquisi... New UI Preview Help

Physical Item Editor

Resource description [Journal of experimental psychology. Psychological Review Co \[Princeton, N.J.\] : Vol. 1, no. 1 \(Feb. 1916\)- \[0022-1015\]](#) Holdings ID 22245010610002917  
 SDSU Library: 5th Floor Periodicals: BF1 .J6 Barcode 30650023606185  
[View all holdings](#) Process type - Item ID 23333305210002917  
[View all items](#) Status Item in place  
[Browse shelf listing](#)

General Information **ENUM/CHRON Information** Notes History

Barcode	<input type="text" value="30650023606185"/>	Copy ID	<input type="text" value="2"/>
Material type	<input type="text" value="Issue"/>	Item policy	<input type="text" value="7-Day"/>
Provenance	<input type="text"/>	Is magnetic	<input type="text" value="No"/>
PO Line	<input type="text"/>	Issue date	<input type="text"/>
Receiving date	<input type="text"/>	Expected receiving date	<input type="text"/>
Enumeration A	<input type="text" value="33"/>	Enumeration B	<input type="text"/>
Chronology I	<input type="text" value="1943"/>	Chronology J	<input type="text" value="July-Dec"/>
Description	<input type="text" value="v.33 1943 July-Dec"/> <span>Generate</span>	Pieces	<input type="text"/>
Pages	<input type="text"/>		

- b) **If the volumes are not exactly the same**, e.g. one volume contains v.10:no.1-6 (Jan-June 2017) and another volume contains v.10:no.1-3,5-6 (Jan-Mar, May-June 2017, **each unique volume is treated as Copy 1.**