

## Cataloging magazines in Evergreen for Linn Libraries Consortium

### Creating first record

1. In Evergreen, go to Cataloging > Import record from Z39.50
2. Enter magazine's ISSN (8-digit number with a hyphen in the middle; may be found with the publishing info. Be sure to include the hyphen when you search.)
3. Click *Search*
4. Look at MARC view for results and select the best matching record (usually LOC)
5. Click *Import*

### Entering subsequent issues

1. In Evergreen, locate magazine (search under format "serials and magazines" )
2. Click *Add Volumes*
3. Enter call number and bar code
4. Check over information, make sure it's correct, then click on "**Edit then Create**"
5. This will open the **Edit Attributes** Screen. After you have finished editing in this screen (fields should include: status, circ modifier, price) Click "**Modify Copies.**"
6. Congratulations! You have added a magazine issue!

*Last updated August 11, 2015 by Kim Gorman*