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!