

## 2019 Annual Serials Cloned Bib Records

### Using the Annual cloned bib records

New Periodical and bib records have been added for the **2019** issues of the following magazine titles:

- American girl (magazine)
- Bloomberg business week (magazine)
- Consumer reports (magazine)
- Cooking light (magazine)
- Country living (magazine)
- Discover (magazine)
- Entertainment weekly (magazine)
- Glamour (magazine)
- House beautiful (magazine)
- Library journal (magazine)
- Madison magazine (magazine)
- National geographic kids (magazine)
- People (magazine)
- Publishers weekly (magazine)
- Ranger Rick (magazine)
- Real simple (magazine)
- Rolling stone (magazine)
- Smithsonian (magazine)
- Sports illustrated (magazine)
- Sports illustrated kids (magazine)
- The economist (magazine)
- The Family handyman (magazine)
- The nation (magazine)
- The New Yorker (magazine)
- Time (magazine)

**Please begin using the new records for serials checkin beginning with the first 2019 issue for each title.** Also, do not use the 2019 records to receive issues from 2018. **Be sure to check the issue line in your library's subscription record before you receive an issue.** If you are not sure how to proceed when you are receiving an issue, ask a question using the [Serials Support Form](#) before receiving the issue.

### Checking your library's subscription records

New subscription records have been created for each library on the new Periodical records. **Please review your library's subscription records**, and make any changes to the following if you wish to do so:

- **Vendor** (*Default: Blank*)
- **7 – Not for loan** (*Default: Current Issue/NO CKO*)

- **8 - Collection code** (Default: MAGAZINES AD)
- **c - Shelving location** (Default: ADULT)
- **e – Source of acquisition** (Default: Blank)
- **g – Cost, normal purchase price** (Default: \$6.00)
- **v – Cost, replacement price** (Default: \$6.00)
- **y – Koha item type** (Default: Magazine, Adult)
- **Subscription end date** (Default: 12/31/2019)

Do not make any changes to these fields:

- **C - Permanent shelving location** (Default: ADULT)
- **K - Cataloging Status** (Default: Cataloged)
- **i – Suppressed** (Default: Do Not Suppress) **Do not change this to Suppress**

### **How should I receive issues that are dated both 2018 and 2019?**

For single issues that span both 2018 and 2019, such as Dec/Jan or Winter issues, use the 2018 record if the issue completes or continues a volume begun in 2018. Use the 2019 record if the volume number is new for 2019. See the example below:

- **Dec 2018/Jan 2019 v.134, no.12:** Use the 2018 record because the volume completes/continues the volume begun in 2018.
- **Dec 2018/Jan 2019 v.135, no.1:** Use the 2019 record because a new volume begins in 2019.

Please note that the special instructions above apply only to single issues that span both 2018 and 2019. **Issues associated with a single year should go on the record for the appropriate year, regardless of the volume number.** For example, The New Yorker does not roll over its volume number until mid-February, and typically there are no issues that span two years. Therefore, even though there are 2018 and 2019 issues with the same volume number, each issue should be placed on the record that corresponds to the appropriate **year**. See the example below:

- **v.91 no.41 : 2018 Dec:** Use the 2018 record because the issue is associated only with 2018.
- **v.91 no.42 : 2019 Jan:** Use the 2019 record because the issue is associated only with 2019.

### **Why are we doing this?**

We create these annual clones after the magazine bib records reach a point where they have a large number of items attached. The bib records can become very difficult to work with when there are a large amount of item records attached.