

## PROCESSING MAGAZINES

1. At the beginning of each school year create a MARC Record for each periodical that is **new** on your magazine order. These are brief records following these examples:

Title	245 00	_aNational Geographic.
Phys Desc	300	_aPeriodical.
Pub Freq	310	_aMonthly.

Title	245 00	_aMailbox :
		bPrimary edition.
Phys Desc	300	aPeriodical.
Pub Freq	310	aIrregular.

2. For magazine subscriptions that are **continuous** from the previous school year, you may continue to use the MARC record that is in cataloging.

3. Each month as magazines arrive, do two things: 1) Add a copy to the MARC Record in the copy editor; and 2) Place a call number and barcode on each magazine. The call number needs to be placed on the upper left hand corner of the front cover. Place the barcode just below this call number.

When you put the call number into the copy editor, follow this example:

**MAG BMX JUNE 2002 (This all goes on the call number line)**

Do not put month and year in the description-enumeration area.

Vendor and funding source do not need to be filled in. Make sure circulation type is: **weekly checkout**.

When you print out the spine label, you will get labels that look like these:

<b>MAG</b>	<b>MAG</b>	<b>MAG</b>
<b>BMX</b>	<b>KIDS</b>	<b>MAI</b>
<b>JUNE</b>	<b>SEPT</b>	<b>PRI</b>
<b>2002</b>	<b>2002</b>	<b>AUG</b>
		<b>2002</b>

Be sure to use the spine labels that were purchased specifically for magazines (Demco 14218020).

4. After attaching the call number and barcode, you can cover the entire edge of the magazine with book tape for durability. This is especially true of the most popular magazines.

You may still use your envelopes when circulating to help protect the magazines and make them more identifiable for the students. **Do not barcode the envelopes.**

5. You may circulate magazines for 3 years or until they wear out. Magazines 3 years old will be deleted when you do your closing packet. If magazines wear out before the 3-year date, you may delete the copy from cataloging at that time.