Serials

Modifying a Distribution

After making your control record, you realize you need to modify a holding from adult to juvenile. Log in using your library's TECH login. Click on the SERIALS module, and then click the MODIFY CONTROL wizard in the common task menu. You will then search for your magazine title making sure to highlight the proper one if multiple results display. Click on MODIFY CONTROL at the bottom of the screen.

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					Modify Control Detailed Display	Close		

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List of Controls		
Control ID	Library »	
SC-351	KAU	•
SC-307	KLS	
SC-217	MCL	
SC-378	MFP	
SC-551	MIN	
SC-455	NCT	
SC-94	NLL	
SC-393	PCL	
SC-425	PNL	
SC-364	RNU	
SC-156	ROC	
SC-2268	SEO	
SC-280	SMA	
SC-411	WOD	-

A list of controls will display. Choose your library, click on MODIFY CONTROL at the bottom of the screen

Click on the DISTRIBUTION tab. Then click on the MODIFY A DISTIBUTION icon.

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A distribution information box will display. Click on the gadget for the holding code to display choices for your library. Highlight the holding code needed and click MODIFY DISTRIBUTION at the bottom.

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You will see your changes in the holding code. Click on MODIFY DISTRIBUTION at the bottom.

National geograph	nic kids, 2016				
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Here, you will see the new holding code. Click on MODIFY CONTROL at the bottom to save changes, click close.

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