

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.

The screenshot shows the 'Modify Control' wizard in a library system. The search criteria are: Search for: National Geographic Kids 2016, Index: Periodical Title, Library: ALL. The search results table is as follows:

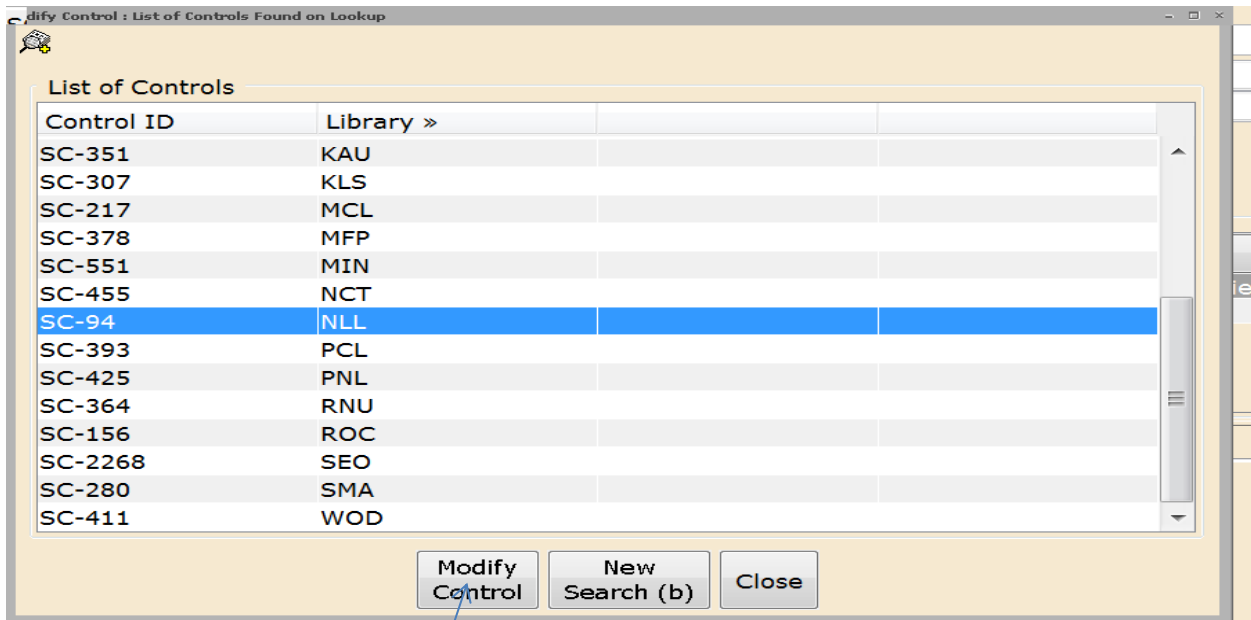
Title	Author	Pub. Year	Library Copies
National geographic kids, 2016	National Geographic Society (U.S.)	2016	7
National Geographic little kids, 2016		2016	0

Below the table, the 'Description' section shows the following details:

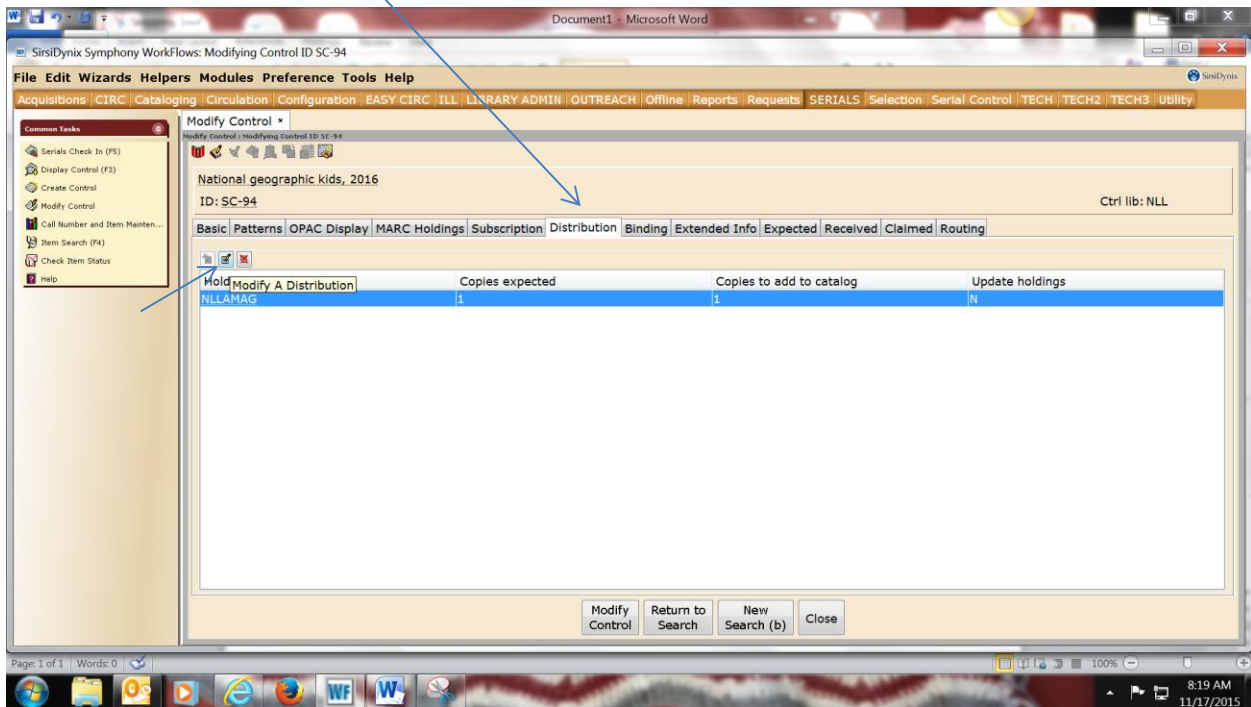
Leader as a
Fixed field data 130819c19uu9999xx ur p 0 0engdd
ISSN 1542-3042
Title National geographic kids, 2016.
Portion of title Kids, 2016
Publication info [Washington : National Geographic Society], [2016-
Physical description v. : ill. ; cm.
Current frequency Monthly (combine as needed).
Recently arrived PCL--DEC/JAN 2016;
Recently arrived GPL--JAN 2016;
Recently arrived SMA--DEC/JAN 2016;
Recently arrived BEL--DEC/JAN 2016;
Recently arrived NLL--DEC/JAN 2016/2016;

At the bottom of the screen, there are three buttons: 'Modify Control', 'Detailed Display', and 'Close'. The 'Modify Control' button is highlighted with a blue arrow.

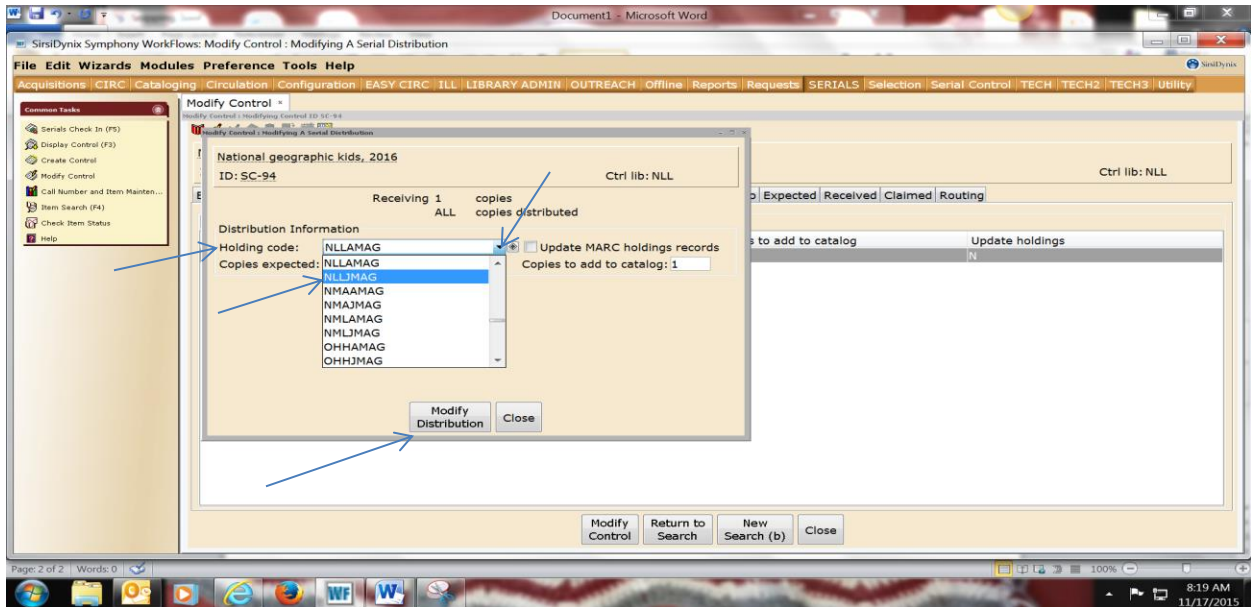
A list of controls will display. Choose your library, click on MODIFY CONTROL at the bottom of the screen



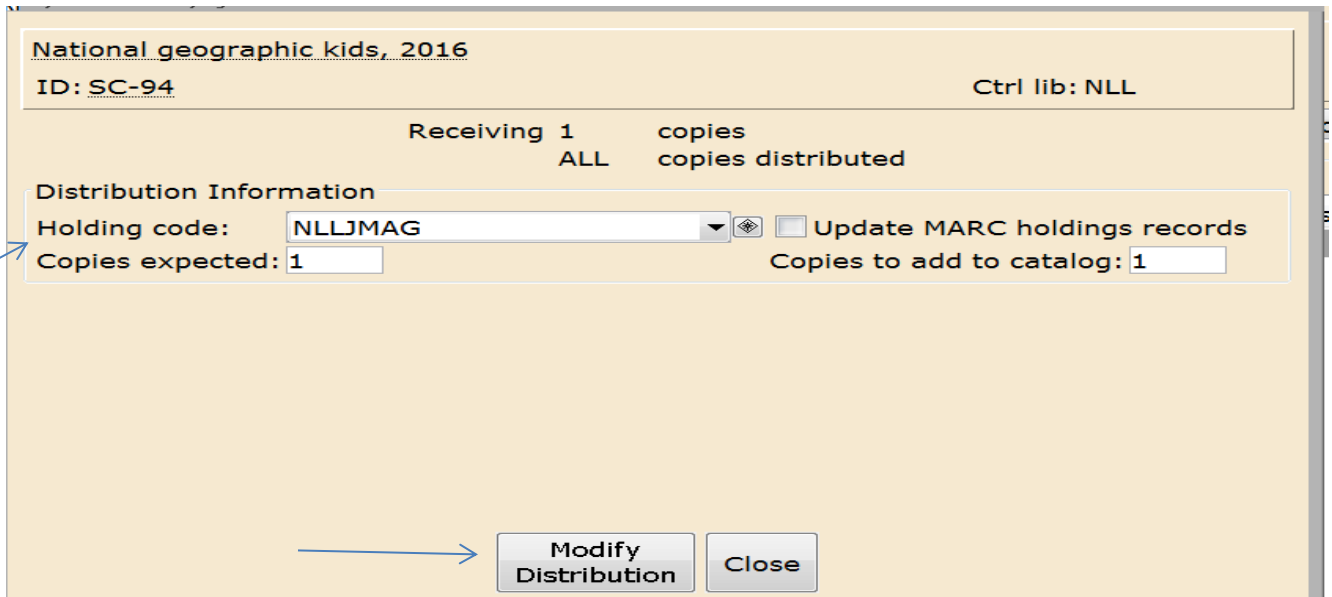
Click on the DISTRIBUTION tab. Then click on the MODIFY A DISTRIBUTION icon.



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.



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



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

Modify Control x
Modify Control: Modifying Control ID: SC-94

National geographic kids, 2016
ID: SC-94 Ctrl lib: NLL

Basic | Patterns | OPAC Display | MARC Holdings | Subscription | Distribution | Binding | Extended Info | Expected | Received | Claimed | Routing

Holding code	Copies expected	Copies to add to catalog	Update holdings
NLLJMAG	1	1	N

Modify Control | Return to Search | New Search (b) | Close