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## UNIT 3 SERIALS CONTROL

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### 3.0 OBJECTIVES

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After going through this Unit, you will be able to:

- familiarise with basic features of computerised serials control subsystem;
- perform works of serials control subsystem of any library automation package; and
- be aware of the ICT applications in serials control and get the full benefit out of it.

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### 3.1 INTRODUCTION

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As per the definition of International Serials Data System (ISDS), a serial is a publication issued in successive parts and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, proceedings, transactions etc., and are differentiated from monographs by their ongoing or continuing nature. Monographs are received, paid for, catalogued, shelved and there the matter ends. Serials on the other hand, continue to be received; they have to be ordered and paid for periodically; cataloguing must include additional information, such as the frequency of publication and often the cataloguing information must be changed; information on the library holdings must be constantly updated; and even binding must take place repeatedly and precisely.

As a result, separate serials control systems have been devised solely for managing these types of materials. Serials management subsystem of an

automated library system has to deal with the features unique in serials control. These features may be summarised as below:

- Periodicals are procured through various subscription modes and by gift or exchange;
- Successive issues are received at regular or irregular intervals and it is necessary to ensure that successive issues arrive when they have been published;
- Subscriptions to periodicals must be renewed recurrently;
- Catalogue data that describe serials must be extensive;
- Serials change their titles, are published under variant titles and may change their frequency of publication. References must be inserted to link associated periodical titles;
- Precise control over the binding of successive issues is very important; and
- Indexes, special issues and supplements must be controlled.

The automated serials control subsystem which attempts to provide mechanical means for checking in serials issues, issuing claims, handling binding and other such functions has to be designed very carefully because of the complex nature of serials management.

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### **3.2 BASIC FACILITIES AVAILABLE IN COMPUTERISED SERIALS CONTROL SUBSYSTEM**

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- Management of serials requires frequent and repetitive record addition or amendment. Computerisation is an attractive proposition for serials control because of this reason. The serials control module of any Library Management Software (LMS) should provide following basic facilities to cope with the complexities of the management of periodicals and other serials publications. The typical facilities available in general for handling serials control activities are:
  - New subscription
  - Renewal of subscription
  - Cancellation of subscription
  - Budget control – Department/unit-wise budget;
  - Invoice processing – Invoice for individual issues, or for annual (or other period) subscription;
  - Recording the receipt of journal issues – Formula for generating expected issues;
  - Managing (sending claims for) missing issues - Sending reminders;

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- Needs to be able to cope with “special editions”, supplements, and indexes;
  - Should also be able to cope intelligently with name changes (of publication, publisher) and merges or splits (i.e. one journal becomes two, or two join together);
  - Binding control;
  - Accessioning bound volumes - Barcoding of accession numbers;
  - Report generation;
  - Listing the periodical for browsing – Hyperlinking the e-journals;
  - Editing and updating of records;
  - Searching:
    - By title
    - By publisher
    - By distributor
  - Sorting by date or volume/issue number;
  - Printing;
  - Options for Web-OPAC;
  - Table of contents and other personalised information services;
  - Article indexing – The serials control module should support indexing of journal articles by author, title, and subject keywords. There should be option for bulk import in some format; and
  - Union list and union catalogue – The module should support creation of union list and union catalogues. The union list is the list of journals currently subscribed in different affiliated libraries. In union catalogue the complete holding information is given along with all its missing issues, discontinuation in subscription, changes in title etc.

**Self Check Exercises**

- 1) What are the basic functions of a computerised serials control subsystem?
- 2) What is union catalogue of serials?

**Note:** i) Write your answers in the space given below.  
 ii) Check your answers with the answers given at the end of this Unit.

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### 3.3 COMPUTERISED SERIALS CONTROL OPERATIONS

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The fundamental work of any serials control subsystem, manual or automated is to record the arrival of each part or issue of serials in the library. Other tasks are to:

- Renew existing titles (if approved by the authority);
- Place subscription for new titles;
- Cancel subscriptions;
- Follow up delayed and missing parts;
- Prepare lists of newly arrived issues/parts;
- Prepare lists of serials holdings;
- Provide user services; and
- Arrange binding and accessioning of back issues etc.

In an automated environment all the above mentioned works are performed with higher degree of accuracy and better control. A computer-based serials control subsystem may be predictive or non-predictive. Predictive systems predict the arrival of individual parts and generate reminders automatically in case of non-receipted issues or parts within a stated time interval. Non-predictive systems do not predict the arrival of individual parts and therefore, generate claims for non-receipted issues against specific input or instruction. However, prediction can never be completely reliable because of many irregularities in serials publications. The whole array of operations in computerised serials control system may be grouped into four subdivisions – creation and maintenance of master database, subscription and acquisition, cataloguing and article indexing and circulation and binding. Let us discuss them one by one.

#### 3.3.1 Creation and Maintenance of Master Database

Modern LMSs are based on relational data model. Each module of these packages centres on a master database. Any number of addition, modification and deletion is possible in the master database and these changes are automatically reflected in all the sub-modules under that module. Serials control module also follows the same architecture. Records created in the master database are available to all the sub-modules under serials control. It reduces data entry work and ensures standardisation. Generally, this database includes following master entries:

##### **Title Master**

In this file, bibliographical details of new serials are entered after the selection and approval process. This file also includes details of all the existing serials

**Library Automation Packages** on the basis of some standard bibliographic format. Any number of addition and deletion in the title master file is possible through appropriate options.

### **Country Master**

This file contains name of countries and their corresponding codes for entering country of publication data in sub-modules of serials control. Country code is generally based on ISO-3166 where each country is represented by two unique characters e.g. the code of India is *in* as per ISO-3166.

### **Language Master**

This file contains entries for languages and their three digit codes as per the ISDS manual and CCF manual.

### **Supplier/Publisher/Binder Master**

This master file contains details of all local and foreign subscription agents, publisher of serials and binders along with their corresponding codes. These codes are generally created locally.

### **Subject Master**

This master file holds lists of subject descriptors and are available in various sub- modules for entering subject group(s) of serials. This file also includes class numbers, corresponding to that particular subject.

### **Frequency Master**

Individual parts of serials are published in different time intervals e.g. weekly, monthly, semi-monthly, bi-monthly, quarterly etc. This master file enables one to record serials frequencies and also to create codes for new serials frequencies.

### **Budget Master**

This file enables to record various financial data necessary for serials acquisition. This is required for fund accounting of serials budget and includes entries for main budget head, sub-head, period, account name and code, dates, opening balance, grant amount, amount spent, credit note amount, closing balance etc.

### **Currency Master**

This file contains currency description, codes and exchange rate for foreign currencies in terms of Indian Rupees. The conversion will be calculated automatically on the basis of data given in this file. The frequent update of conversion rate is necessary (if required, daily) on the basis of bank notification.

### **Delivering Mode Master**

Publisher and vendors arrange supply of serials by different modes of delivery. These are:

- Air freight
- Surface Air Lifted

- Shipment/postal
- Hand delivery
- Generally publishers charging extra payment for air mail. This file includes different mode of supply for making these information available for data entry work in various sub-modules.

### **Physical Media Master**

Serials are available in many forms, formats and media. The available physical media are print, CD-ROM, magnetic tape, online, DVD-ROM etc. This file includes description and corresponding codes for different physical media.

### **Binding Type Master**

Individual parts or issues of journals are bounded volume wise at the end of year or subscription period. Binding of back volumes of journals is a regular work of serials control section of a library. This file contains different modes of binding (e.g. standard, leather binding, cloth and rexin binding etc.) and their corresponding codes.

### **Letter Master**

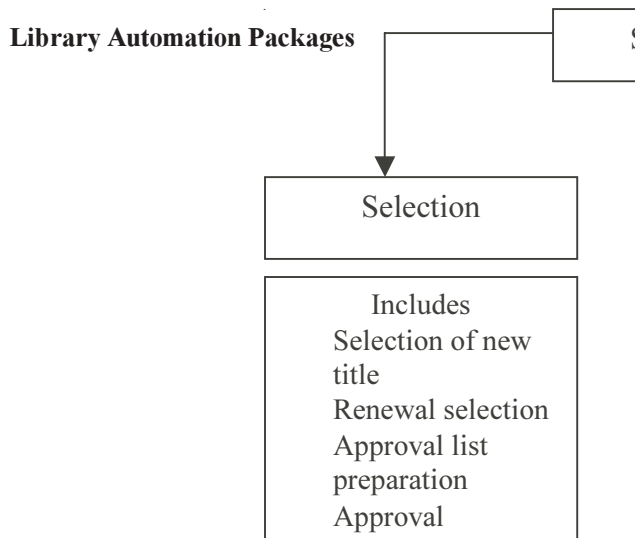
This file includes formats for every type of letters required for the generation of outputs such as order letter, cancellation of order letter, reminder letters, claim letters, etc. The terms and conditions formulated by the library may be included in the order letter format.

## **3.3.2 Subscription and Acquisition**

This group of activities involves the following basic tasks:

- Selection of serials for new subscription;
- Renewal or discontinuation of existing journals/serials;
- Selection of delivery mode;
- Selection of subscription mode;
- Formulation of terms of procurement;
- Selection of vendors;
- Approval from authority;
- Ordering and renewal;
- Payment;
- Receiving and registration;
- Reminder generation; and
- Adjustment of advance payment for non-receipted issues

All the above listed tasks may be organised into three groups and may be represented diagrammatically as:



**Fig. 3.1: Different tasks of subscription and acquisition modules**

Some of these initial tasks are similar to book ordering system. The differences and difficulties arise with the continuing nature of subscriptions to serials. Renewals must be created and communicated at the appropriate time. Let us discuss the listed tasks.

### **Selection of serials for new subscription**

This task is mainly based on recommendations of the subject experts, both in special and academic libraries. The library receives suggestions and requests in a pre-designed requisition form containing necessary data fields. A typical requisition format is given below.

Request No.  Date

Title

Department

Publisher

Supplier

Subscription date: From

ISSN  Reque

Budget

Original price  Com

Remarks

Save Delete Cancel

**Fig. 3.2: Sample renewal and discontinuation interface**

### **Renewal and discontinuation**

The appropriate authority also decides the continuation or discontinuation of existing serials received by the library against subscription or on exchange or by gift.

### **Selection for approval**

The list of journals containing the new titles requested or suggested by experts or authority along with the titles selected for renewal is prepared in this stage

after entering necessary input to the database. This list includes bibliographical details of journals along with status (new/renewal), subscription mode, delivery mode and name of vendor or supplier. Finally, list is sent to the appropriate authority or library committee for consideration.

### Approval process

After receiving a list of approved serials, library staff incorporates recommendations by checking the appropriate options in the database. This is known as approval process. This process helps to merge all the bibliographical details of the approved titles into the master database.

### Ordering

This is typically a group of three activities – order processing, order generation and order cancellation. This step involves the work of creating orders for new serials and for renewed serials. The necessary datasets for order processing include order number, date of order, name of publisher/supplier, type of order, start date of subscription, start volume, date of expiry of subscription, end volume, number of issues etc. A typical set of data elements is displayed below. After entering and saving of necessary datasets, the next step is to proceed for order generation. An order can be cancelled anytime by entering necessary input into the database e.g. order number, remarks etc. Selecting an appropriate option can also generate letter of cancellation of order.

The screenshot shows a web-based form titled "SERIALS Control/Subscription/Order". The form includes several input fields: "New" (a dropdown menu), "Order No." (a text box), "Order Dt" (a date field), "Name" (a text box), "Remarks" (a text box), and "Title" (a text box). There is also a small checkbox or button at the bottom left of the form area.

**Fig. 3.3: Sample Order Process Interface**

### Payment

Renewal and subscription to journal require release of payment in advance. Supply of journal will only start after the receipt of payment by publisher. The supplier after having remitted the subscription to the publishers will submit the adjustment bills claiming the difference (if the amount remitted is more than the advance payment), along with the proof of payment. The payment sub-module manages this type of payment through adjustment of advance payment option. As per the agreement, the vendor/publisher has to replace all the missing issues without any extra charge. In case missing issues cannot be



**Library Automation Packages** replaced, the vendor has to refund the proportionate cost of the missing issues. At the end of the subscription period, library claims the proportionate costs for all the missing issues. Supplier or publishers in the form of credit note refund proportionate costs of the missing issues. The payment sub-module should support all these payment-processing activities.

### **Acquisition**

As issues or individual parts of serials appear regularly, acquisition is one of the major functions in any serials control subsystem. The acquisition functions may be divided into two groups - receiving and claiming.

### **Receiving**

Receiving involves a large volume of checking. When an issue arrives it must be checked to ensure that it is the correct item and then the master records must be amended to reflect new receipts. The receiving sub-module generally includes the facilities for schedule generation, check-in, processing of non-receipted issues and report generation. Schedule generation involves the entering of lead-time in terms of days. It is required in a predictive serials control subsystem to generate schedules for expected arrival of serials publications. The schedule is utilised for entering check-in details of serials. The check-in process will first retrieve all the details of a selected title from the master database. In the next step, library staff will change the status of the issue as received and enter date of receipt before saving of records. If an issue is not received in the library by the expected date, then the status of that particular issue is to be changed as non-receipted issue for the generation of reminder to respective suppliers/publishers.

### **Claiming**

The claiming process involves a small set of functions, but possibly it is a more complex activity. The final output of claiming process is the generation of reminder letters for non-receipted issues to the respective suppliers/publishers. If prediction can be carried out successfully, then serials parts which are predicted to arrive within a specific time span yet fail to do so, can be assumed to have failed to reach the library through the normal pattern of distribution, and claims may be made for replacement. Claims can be generated manually or automatically. Modern systems support automatic generation of claims as text files or in other formats and can send them to respective vendors/publishers as e-mail notice.

## **3.3.3 Cataloguing and Article Indexing**

### **Cataloguing**

Cataloguing formats for serials are fundamentally similar to those of monographs. But the content and format of serials bibliographic records varies considerably between systems. Some catalogues are based on ISBD(s) and others on ISDS formats. Some cataloguing systems use local formats. Any such format should take care of changed and variant titles along with references. For example, CCF prescribes following minimum data elements for the bibliographical format of serials.

**Table. 3.1: Bibliographic Format of Serials (CCF data elements)**

Tag	Data Element
001	Record Identific
020	Source of recor
021	Completeness c
022	Date Entered or
030	Character sets u
040	Language and S
101	International St (ISSN)
201	Key title
210	Parallel title

Export and import of bibliographical data elements of serials is also permissible in serials cataloguing. External databases and collection of large libraries may be utilised for cataloguing data interchange.

### Article indexing

Indexing of articles (also called papers) from journal issues is an optional facility of serials control subsystem. Generally, publishers of primary periodicals produce annual and other sorts of indexes regularly. Apart from such products, libraries also subscribe to number of indexing and abstracting journals related to the areas of their interest. As a result, article indexing is only necessary when available indexing and abstracting services do not cover the core journals on discipline of interest. The absence of publisher produced indexing services is reason enough for a library to consider producing one itself. The first step of article indexing is to determine the bibliographic format of articles to be entered into the system. As per CCF, a bibliographic format for component part in a serial such as article of a periodical may include the following data elements.

A library must follow a subject thesaurus for the standardisation of keywords or descriptors.

### 3.3.4 Circulation and Binding

#### Circulation

Circulation pattern of serials differ largely from that of books. But if serials are available for ordinary loan, then the same circulation control system will suffice as for monographs. However, serials are generally reserved for reference

**Library Automation Packages** use only. In special libraries, the short time loan options for journals are common because of the specific need of users. If the number of transactions per day is large enough then such transaction system may be computerised. Such computerised facility must have a list of serials taken, a list of users and their addresses, and transaction interface with options for the generation of required output.

**Table 3.2: Article Indexing Data elements as per CCF**

<b>Tag</b>	<b>Data Element</b>
001	Record identifier
020	Source of record
021	Completeness of record
022	Date entered on file
040	Language and script
060	Type of material
200	Title and associated : of responsibility
300	Name of persons
300	Name of persons
330	Affiliation
490	Part statement

### **Binding**

A further valuable feature of computer based serials control subsystems is their ability to inform the library staff of volumes that have been completed and are now ready for binding. It is a very helpful feature to assist in work scheduling and to spread the binding load to give an even distribution of work in the binding throughout the year. The binding sub-module includes the following functions:

#### **Binding set selection**

This step involves the work of selecting the relevant issues meant to be sent for binding. The selection follows entering of binding type, colour and embossing type by using drop down menu or as per the provisions.

#### **Order process**

In this step library has to provide various datasets to generate order letter such as order number, cost of binding, expected date of delivery etc. Binders name and address, budget head etc. may be selected from drop down menu or as per the provision originated from the master database.

#### **Receiving**

This function includes the receiving of bound volumes against order numbers (after manual checking of the quality of binding) and accessioning of bound

volumes. It also includes the work of entering receipt date, classification number, location etc. manually.

**Payment**

Payment work starts with invoice processing, generates payment release note or order and finally records all the details of payment e.g. cheque/DD number, date, amount, budget head, payment acknowledgement receipt number and date etc.

**Reminder**

It is meant for generating reminder letters to be sent to the binders in case of any delay in receiving the bound volumes. Binding sub-module should generate list of overdue items.

**Self Check Exercises**

- 3) Explain ‘Check-in’ operation of serials control.
- 4) What is the role of article indexing in serials control?

**Note:** i) Write your answers in the space given below.  
 ii) Check your answers with the answers given at the end of this Unit.

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### 3.4 OUTPUT OF COMPUTERISED SERIALS CONTROL SUBSYSTEM

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Computerised serials control subsystems are designed to manage group of routine clerical chores, and act as MIS tool for the library authority. Such systems are able to answer to various user queries in online mode and also generate information products on demand. As a result outputs of such systems are quite helpful and may be grouped into three basic categories – OPAC, Reports and Off-line information products.

**3.4.1 OPAC**

Generally, the OPAC module of automation packages provides separate option for online searching of serials database of library. OPAC for serials supports searching by:

- Title
  - Current titles
  - Complete holdings
  - Key title

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- Linked title
- Variant title
- Subject
  - Broad subject heading
  - Subject divisions, descriptors and class number
- Publisher
- Title history
  - Title split
  - Title merge
  - Title change
  - Title holdings
- ISSN
- Free textOPAC supports both simple and composite searching along with the application of Boolean operators (AND, OR, XOR, NOT), positional operators (SAME, WITH, NEAR, ADJ) and relational operators (less than, greater than, equal to, less than or equal to, greater than or equal to, not equal to). OPAC also enables users to specify the amount of bibliographic data to be displayed during retrieval.

### 3.4.2 Reports and Lists

Several reports, letters and statistics can be generated by the automated serials control system. A representative list of such products is as follows:

- List of suggestions
- List of approved titles
- List of titles order
- Subscription overdue list
- List of titles cancelled
- Order letter
- Payment report
- Title report by
  - Alphabetical order
  - Language
  - Subscription
  - Physical media
  - Budget head
  - Department
  - Class number
  - Supplier
  - Receipt mode
  - Delivery mode
  - Location

- Country
- Publisher
- Status
- Frequency
- List of issues received
- List of non-receipted issues
- List of missing issues
- List of issues by status
- Reminder letters
- Binding reports
- Binding details
  - Binder wise
  - Title wise
  - Binding received
- Payment details
- Accession register
- Title history reports by
  - Title changed
  - Title split
  - Title merged
  - Title holdings
- General reports by
  - Publisher
  - Vendor
  - Binder
- Statistical reports
  - Yearly and monthly reports
  - Subject wise statement
  - User's usage statement

These reports can be consulted online or printouts can be generated in off-line mode.

### **3.4.3 Information Products**

Information products of serials control section of a library are generated in offline mode and form the base of various user services. These products are originated either from article indexing activities or serials catalogue database and produced on demand.

#### **Information products from serials catalogue database:**

- List of recent arrival for issues of a group of journals (as selected by users);
- List of journals available on a particular discipline;
- Discipline-wise holding list of serials;

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- Title wise holding list of serials;
- Union catalogue;
- List of current subscription;
- List of currently available indexing/abstracting journals; and
- List of serials status.

**Information products from article indexing:**

- Table of contents service of a group of journals (as per user selection);
- Compilation of subject bibliographies;
- CAS and SDI services in online and offline mode;
- Online database searching and retrieval;
- Altering services on specific topics (online/off-line);
- Compilation of abstract bulletin on any given topic;
- News compilation services; and
- Product compilation services.

**Self Check Exercises**

- 5) Enumerate important information products of computerised serials control subsystem.
- 6) List out various reports required for serials management.

**Note:** i) Write your answers in the space given below.  
ii) Check your answers with the answers given at the end of this Unit.

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### **3.5 ADVANTAGES OF COMPUTERISED SERIALS CONTROL SUBSYSTEM**

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Serials management is possibly the most complex process in libraries. It involves a lot of time bound routine activities that requires accuracy and precision. In special libraries, periodicals are the most important resources and take the lion’s share from the library budget. The optimum utilisation of these resources demands application of ICT as a management tool. Following are multifaceted features of automated serials control subsystems:

- It reduces workload of library staff and ensures more productive use of manpower especially in the development of information products and services;
- It acts as a decision support tool for the library authority;
- It can generate various reports in required formats for MIS activities;
- It ensures timely reminders generation and better binding control;

- It offers easy and simple solutions for fund accounting, payment management and budget control;
- It offers easy creation and maintenance of article indexing database and thereby generates number of user services on demand;
- It helps library staff in quick production of serials holdings and list of recent arrivals in many forms;
- It facilitates online access to the serials database from anywhere at anytime in any format;
- It predicts the arrival of journal issues and generates schedules for receiving journal issues;
- It can manage export and import of cataloguing data for serials received by the library;
- In an integrated serials control module, the master database supplies most of the bibliographical, financial and administrative data at the time of data entry work. This approach ensures standardisation of entries and also eliminates data redundancy; and
- It supports generation of a variety of information products and user services in the desired form and formats.

**Self Check Exercises**

- 7) Discuss advantages of automated serials control over the manual system.
- 8) Write down the advantages of predictive serials control.

**Note:** i) Write your answers in the space given below.  
 ii) Check your answers with the answers given at the end of this Unit.

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### 3.6 SUMMARY

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Serial control is one of the most complex subsystems in libraries. This is mainly because of the continuing nature of subscriptions to serials. The computerisation of serials control activities helps library staff in the management of frequent and repetitive record addition and modification related to serials. Serials control module of modern Library Management Software attempts not only to mechanise ordering, receiving, claiming, binding, and other such functions but also performs prediction of arrival of issues, schedule preparation and auto reminder generation. In these packages serials control work starts with the creation of the master database and records of the master database is made available to all the sub-modules. It follows three groups of activities – subscription and acquisition, cataloguing and article indexing and circulation and binding. Computerised serials control subsystems are able to generate a variety of outputs and these are very useful for the design and development of information products and user services in the required forms and formats.



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### 3.7 ANSWERS TO SELF CHECK EXERCISES

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- 1) The operations of serials control system, manual or automated include same fundamental activities. These are subscription, renewal, order, payment, check-in, or receiving, reminder, binding and accessing of bound volumes. Such activities lead to various information products and user services.
- 2) Union catalogue is a list or catalogue for resources of two or more libraries. Union catalogue of serials provides list of currently subscribed journals in member libraries and gives complete holding information of journals.
- 3) Check-in refers to the receiving and registering of individual parts or issues of serials in library. It is necessary to make a careful note of the arrival of every issue of all periodicals along with special issues, indexes or other accompanying materials. Reminder generation for non-receipted issues depends largely upon this function.
- 4) Without an index the value of stacking serials or periodicals is seriously reduced. Article indexing helps user to find out his or her documents of interest quickly. Article indexing at local level is a must in absence of publisher or vendor produced indexing and abstracting services or databases. Inclusion of abstracts along with the bibliographical details of articles into computer database will help to generate a variety of products and services for users such as documentation list, abstracting journal, subject bibliographies on micro documents etc.
- 5) Information products from computerised serials control subsystems are designed on the basis of users' requirements. Generally, such systems produce list of recent arrivals, discipline-wise journal and issues arrival list, discipline-wise or alphabetical holding list of serials, union catalogue etc. The article-indexing database may produce CAS, SDI, subject bibliographies and other value added information services.
- 6) Computerised serials control system can generate number of reports, lists and statistics. These are very helpful to the authority and library staff for planning products and services and making decisions on renewal and new subscriptions. A representative list of such reports includes payment reports, list of issues received, list of non-receipted issues, list of missing issues, binding reports, vendor performance report etc.
- 7) There are no fundamental differences between manually managed or automated serials control as far as the basic activities are concerned. But an automated system reduces regular and repetitive works related to the management of serials in a library. An automated serials control system ensures better fund management, timely reminder generation, and more efficient binding control in comparison to a manual system. An automated system may also serve as a MIS tool or decision support tool for the authority.
- 8) A predictive serials control system can generate schedule of arrival for individual part or issue of a serial on the basis of lead-time or frequency of the serial. Such a system may also be utilised for the auto generation of reminder letters in case of non-receipted journal issues. Serials control

modules of presently available LMSs are mostly predictive in nature. It means such systems are able to indicate that a named issue of a named serial will arrive in the library within a stated time interval. Prediction reduces a great deal of work related to serials management.

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### 3.8 KEYWORDS

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- Article Indexing** : Indexing of a contribution written by one or more persons and published in a periodical.
- CAS** : Current Awareness Service or CAS is a service, and often a publication, for notifying current documents to users of libraries and information centers e.g. current literature list, bulletin service, and clippings service.
- Check-in** : The act of receiving and recording arrival of individual parts of serials.
- Claiming** : The act of sending communication to a subscription agent to hasten the delivery of overdue materials.
- ISDS** : An acronym for International Serials Data System. An international network of operational centers (established in 1973 within the framework of UNISIST programme), which are jointly responsible for the creation and maintenance of computer-based databank, and facilitates retrieval of scientific and technical information in serials.
- ISSN** : Acronym for International Standard Serial Number – an internationally accepted code for the identification of serials publications. It consists of seven Arabic digits with an eighth that serves to verify the number in computer processing.
- Master Database** : A main file of information that acts as the core database. Entries made once in the master file are available for data entry work in related files.
- Merging of Title** : It refers to combine two or more journals into a single journal under one title.
- Routing** : The systematic circulation of periodicals or other printed material among the staff or members of a library in accordance with their interests in order to keep them informed of new developments.
- SDI** : Abbreviation for Selective Dissemination of Information Systems. It is an automated system of information retrieval utilising a computer for

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disseminating relevant information to users. An interest profile depicting and defining each area of interest is compiled for each user; it consists of terms, which are likely to appear in relevant documents.

- Splitting of Title** : The breaking of a single journal into two or more different journal titles.
- Union Catalogue** : A catalogue of the various departments of a library, or a number of libraries, indicating their locations. Union catalogue of serials includes the complete holding of serials available in member libraries.
- Web-OPAC** : Online Public Access Catalogues accessible across the globe through World Wide Web.

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### 3.9 REFERENCES AND FURTHER READING

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