

## Creating Magazine Records

Magazine records are entered in the SERIAL-00 format.

### ISSN 022 field

- Enter the number exactly as it appears on the magazine's publication information page
- Example:  
1049-0434

### Title 245 field

- Enter the name of the magazine followed by your library or town's name
- Enter the year at the end of the title
- Put a dash after the year if you want to put multiple years on one record
- Examples:  
Sports illustrated – Acushnet 2017  
Time magazine – Hanson – 2016-  
Entertainment weekly – East Bridgewater – 2014-

### Publication Info. 260 field

- Enter the publisher's name
- Examples:  
Hearst Publishing  
Time

### Physical Description 300 field

- Enter v. for the pagination
- Enter col. ill. for color illustrations
- Enter the size of the magazine
- Example:  
v. col. ill. 28 cm.

## **Current Frequency 310 field**

- Indicate whether the magazine is published monthly, weekly, bi-monthly, or quarterly
- Note if there is a time of the year when issues are combined or the magazine is not published at all (such as during the summer months)
- Examples:

Weekly  
Monthly  
Bi-monthly  
Quarterly

Weekly except for two issues combined in Dec./Jan.

Weekly with some special bonus issues

Weekly with some supplement issues

Monthly except for no issues in July and August

Monthly except for combined issues for July-August and November/December

## **General Note 500 field**

- Enter any notes specific to your library that may be helpful to both patrons and library staff
- Indicate how many years' worth of issues the library retains
- Note if the current issue is for use in the library only
- Enter each note in a separate General Note field
- Examples:

Library retains 2 years plus the current year

Current issue is for use in the library only

Issues older than 3 months- ask at desk

Previous 6 months' issues shelved in current stacks; prior 3 years shelved in balcony

# Example of a Magazine Record

The screenshot displays the 'Modify Title' window in the SirsiDynix Symphony WorkFlows application. The window title is 'Modify Title \*'. The main content area shows the following information:

Entertainment weekly - East Bridgewater Public Library - 2014-

Control Bibliographic Call Number/Item Bound-with

Shadow title

Label	Tag	Ind.	Contents
ISSN	022		1049-0434
Title	245	1	Entertainment weekly - East Bridgewater Public Library - 2014-
Publication info	260		New York : Entertainment Weekly, Inc.,
Physical description	300		v. col. ill. 27 cm.
Current frequency	310		Weekly except the first issues of January, May and July, and the last issue of August.
General Note	500		Previous 6 months' issues shelved in current stacks; prior 3 years shelved in balcony.
Held by	596		EBWATER

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 2:12 PM on 7/31/2017.