

# 1 Serial Control

*“Open Source is about respecting others peoples creation, sharing knowledge , and trying not to use piracy program” (Arie Nugraha)*

Serial Control has been implemented since Senayan3-Stable10. This feature is used to manage a collection of serials/magazines/publications subscribed to by the library. The Serial Control Module supports the library to manage more than one copy subscription (from more than one vendor) for each magazine title. Serial Control functions can be accessed via the Administration menu by clicking on Serial Control.

The Serial Control Module will run if bibliographic data is subscribed for magazine titles. The information that distinguishes between magazine bibliographic data and other document types is the frequency/time the serial is published. If there is no bibliographic data in a table that indicates the frequency, this functionality will not work.

The initial view of the module when activated will show a list of magazines that include titles owned by the library and the publication frequency. Improvement to a serial's bibliographic data is possible by clicking the series title. A bibliographic data window will appear to allow for editing.

To display a list of subscriptions, use the folder icon ( with magnifier) to the right of the list.

To use KARDEX you should start by doing initialising first. Initializing the data for the arrival of subscribed magazine is intended to identify the initial number of items expected to be received, and the estimated arrival time of the item/issue. Click the icon in the top right corner ( with a + sign ) to start initialization of the KARDEX list.

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The screenshot shows a web application titled "SERIAL CONTROL". At the top, there is a search bar with a "Search" button and a dropdown menu set to "All Field". Below this is a section titled "Serial Title" with a blue header. The main content area is titled "Corruption and development (Quarterly)" and includes a "CLOSE" link. A "Save" button is located at the top left of the form. The form fields are: "Subscription Start\*" with a date picker, "Total Exemplar Expected\*" with a text input containing "1", "Period Name\*" with a text input, "Subscription Notes" with a large text area, and "GMD" with a dropdown menu set to "Text". Another "Save" button is at the bottom of the form. Below the form is a section titled "The organization of information (Monthly)" with a plus icon. The footer contains the text "SENAYAN Library Automation - Pusat Informasi dan Humas Depdiknas RI - Released Under GNU GPL License".

Figure 1.1: Making KARDEX

- Subscription Start: fill in the date the subscription will start to be received at the library.
- Total Exemplar Expected: enter the total number you expect to receive in a period of a subscription. E.g to subscribe for a year on a monthly basis insert 12.
- Period Name: Name the subscription period to provide differentiation between periods. Also give a name to distinguish copy subscription one, a second subscription, and so on.
- Subscription Notes: Insert important or useful notes on the subscription.
- GMD: if necessary, replace it with the appropriate GMD of the item to be subscribed
- Click 'Save' to store data initialization.

If the KARDEX data storage process is successful, the following window will be displayed. Click 'OK' to return subscription list for the title question.

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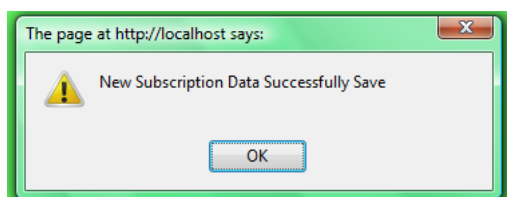


Figure 1.2: Kardex storage



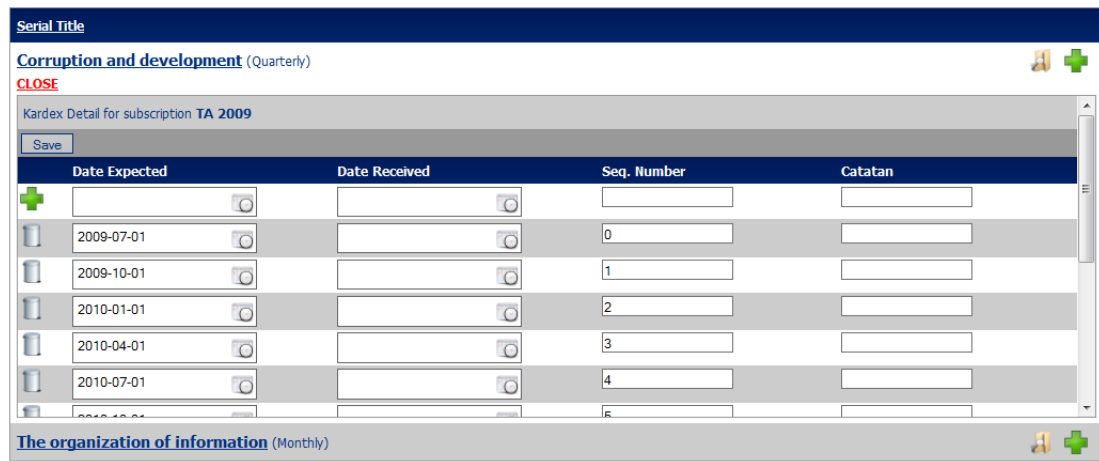
Figure 1.3: KARDEX stored

### Commence entering KARDEX

When serials/magazines subscribed to arrive at the library, open the kardex list by clicking the "View / Edit KARDEX Detail".

SKiMS KARDEX provides 4 columns of information: 1. The Expected arrival date is automatically filled in during KARDEX initialization. If required, this date can be fixed by clicking on the calendar icon 2. Fill in the "Date Received" with the date the library received the magazine. 3. The sequence number of the magazine received. 4. Notes - If necessary, this can be used to identify who receives the edition, when, and the condition of the documents received etc. Click the 'Save' and 'CLOSE' to update the date received and continue with another new edition of magazine titles.

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Date Expected	Date Received	Seq. Number	Catatan
2009-07-01		0	
2009-10-01		1	
2010-01-01		2	
2010-04-01		3	
2010-07-01		4	
2010-10-01		5	

Figure 1.4: Kardex form

Note: Do not forget to click the 'Save' when changing data in KARDEX. If not, changes that have been made will be ignored.