



CATS User Guide

© 2010 ITHAKA. All Rights Reserved.

JSTOR®, the JSTOR logo, and ITHAKA® are registered trademarks of ITHAKA

Guide Updates

DATE	GUIDE VERSION	CHANGE DESCRIPTION
08/10/2010	.01	Begin drafting CATS User Guide
09/08/2010	.03	First partial draft available during UAT
10/01/2010	.04	Partial draft through Closing an Order
10/27/2010	.04b	Partial draft through Prepping Content for Vendor (Initial Production)
11/02/2010	.05	First draft of complete CATS User Guide
11/15/2010	.06	Revisions through Chapter 3
11/19/2010	.07	Revisions through Chapter 5
11/24/2010	.07i	First Round of Revisions Complete
12/06/2010	1.0	Version 1.0

CATS User Guide

Table of Contents

CHAPTER 1: FINDING YOUR WAY AROUND CATS.....	1
WHAT IS CATS?	1
LOGGING IN TO CATS.....	2
ORIENTING YOURSELF TO CATS SCREENS	3
<i>List Screens vs. Record Screens.....</i>	4
<i>CATS Wizards.....</i>	4
<i>Identifying Areas of a CATS Screen</i>	6
<i>Screen Symbols and What They Indicate.....</i>	7
Drop-Down List.....	7
Select or Select all	8
Date Selection.....	8
Edit Icon	9
Paging through Screens	10
Sorting a List	10
Filtering a List	10
Using Skins to Change Screen Views.....	11
The More Options Menu	12
<i>Performing Bulk Operations.....</i>	13
<i>CATS Reports</i>	15
Preset Reports.....	15
List Reports	16
<i>Adding Notes and/or Tags</i>	18
UNDERSTANDING KEY TERMS IN CATS	21
Back Issues Needed (BINs).	21
Collections.....	21
Component	21
Disciplines	21
Set.....	21
Title history	21
GUIDE TIPS AND FAQ ANSWERS.....	22
CHAPTER 2: WORKING WITH COLLECTIONS AND DISCIPLINES	23
WORKING WITH COLLECTIONS.....	23
<i>Viewing Existing Collections.....</i>	23
Viewing a Collection Record.....	24
<i>Creating a New Collection</i>	25
<i>Advancing the Lifecycle for a Collection.....</i>	28
<i>Updating Collection Information.....</i>	31

WORKING WITH DISCIPLINES	33
<i>Viewing Existing Disciplines</i>	33
Viewing a List of Sets Associated with a Discipline	35
Viewing a List of Components Associated with a Discipline.....	36
<i>Creating a New Discipline</i>	38
<i>Changing the Discipline(s) Assigned to a Component</i>	39
<i>Deleting a Discipline in CATS</i>	43
CHAPTER 3: SETS, COMPONENTS, AND TITLE HISTORIES.....	44
OVERVIEW OF RESPONSIBILITIES	44
VIEWING EXISTING SETS	46
<i>Viewing a Set Record</i>	48
Viewing Title History Information for the Set.....	50
Viewing Rights Information for the Set.....	51
Viewing Acquisition Information for the Set.....	51
Viewing Check-In Source for the Set	52
Viewing Digitization Information for the Set	52
Viewing Wall Information for the Set	53
Viewing Legacy Information for the Set	53
Viewing Audit Information for the Set.....	54
CREATING A SET AND ITS FIRST COMPONENT	54
PROVIDING ADDITIONAL INFORMATION ABOUT THE FIRST SET AND ITS COMPONENT.....	59
<i>Providing Additional Set Information</i>	59
<i>Providing Additional Component Information</i>	60
ADDING TITLE RELATIONSHIPS	62
UPDATING THE COMPONENT(S) SELECTION STATUS TO “REVIEW STARTED”	64
WORKING WITH TITLE HISTORIES	67
<i>Requesting Title Histories</i>	67
<i>Assigning Title Histories to Individual Librarians</i>	70
<i>Viewing Librarian Assignments for Title Histories</i>	74
<i>Updating Title History Status to IN PROGRESS</i>	75
<i>Inputting Title History Information</i>	78
<i>Providing Additional Component Information Outside of the Create Component Wizard</i>	82
<i>Adding Existing Components to an Existing Set</i>	85
ASSIGNING DISCIPLINES TO A COMPONENT.....	87
CHAPTER 4: INVITING A SET	91
UPDATING COMPONENT SELECTION STATUS	91
ADDING A PUBLISHER	94
INVITING THE SET.....	97
UPDATING THE INVITATION LIFECYCLE	100

CHAPTER 5: WORKING WITH CONTRACTS.....	103
CREATING A CONTRACT	103
<i>Associating Components with a Contract.....</i>	105
<i>Making Contract Revisions.....</i>	109
Searching for Existing Contract Revisions	109
Logging Contract Revisions in CATS	111
<i>Activating a Contract for the First Time</i>	114
ACTIVATING / UPDATING THE CONTRACT DETAIL FOR A COMPONENT	119
CREATING PUBLISHER ROLES FOR A COMPONENT	124
UPDATING ACQUISITION KICK-OFF INFORMATION FOR THE ASSOCIATED SET.....	127
TERMINATING AN ENTIRE CONTRACT	130
TERMINATING A CONTRACT DETAIL WITHIN A CONTRACT	134
CHAPTER 6: ACQUISITIONS AND INVENTORY FOR INITIAL PRODUCTION.....	138
STARTING ACQUISITION EFFORTS FOR A SET	138
<i>Updating a Component's Production Status</i>	138
<i>Publicizing the Back Issues Needed (BIN) for a Component.....</i>	142
CREATING AN ORDER.....	146
ADVANCING AN ORDER LIFECYCLE	155
ADDING A SHIPMENT TO AN ORDER	157
RECEIVING SHIPMENTS	162
<i>Receiving a Full Shipment.....</i>	162
<i>Receiving a Partial Shipment and Copying a Shipment</i>	165
Copying a Shipment	165
Advancing the Lifecycle of Each Shipment	172
<i>Removing Received Content from the Needed Source List</i>	175
DETERMINING A SHELVING LOCATION.....	179
DEALING WITH ORDER PROBLEMS	180
<i>Logging an Order Problem</i>	180
<i>Advancing an Order Problem through Its Lifecycle.....</i>	182
Advancing an Order Problem from New to In Progress	182
Advancing an Order Problem from In Progress to Completed	185
CLOSING AN ORDER	188
ACCOUNTING FOR PUBLICATION UNITS SCANNED OR PHOTOCOPIED IN-HOUSE.....	191
<i>Checking Scanned Publication Units against Needed Source List.....</i>	192
CHAPTER 7: PREPPING CONTENT FOR VENDOR (INITIAL PRODUCTION)	195
SCHEDULING DIGITIZATION FOR A COMPONENT	195
TRACKING SPECIFIC INDEXING GUIDELINES (SIG) PROGRESS.....	200
<i>Updating Production Status to Show SIG Progress</i>	200
<i>Updating SIG-Related Field Data</i>	203
NAMING THE COVER THUMBNAIL IMAGE	206
REVISING THE PAGE COUNT ESTIMATE	208

SENDING COMPONENTS TO THE VENDOR	209
RESOLVING VENDOR REQUESTS FOR REPLACEMENT SOURCE MATERIAL	213
<i>Checking for Needed Source</i>	213
<i>Checking Received / Not Received Shipments</i>	214
<i>Adding Source to the Needed Source List</i>	215
CHAPTER 8: PERFORMING QUALITY CONTROL ON DIGITIZED CONTENT	216
UPDATING PRODUCTION STATUS DURING QC.....	216
VERIFYING COMPLETENESS OF CONTENT FROM VENDOR	219
<i>Checking Needed Source in the Component Record</i>	219
<i>Confirming Source Material for Missing Digitized Content Was Received by ITHAKA</i>	220
<i>Placing a Set or Component on Hold</i>	222
Putting a Set on Hold.....	223
Putting a Component on Hold	225
<i>Taking a Set or Component off of Hold</i>	226
Taking a Set off of Hold	226
Taking a Component off of Hold.....	229
IDENTIFYING CURRENT ISSUES LINKING (CIL) CONTENT IN THE RELEASE.....	229
CATEGORIZING HAND-OFF CONTENT TO PREPARE FOR DATA HAND-OFF.....	230
UPDATING PRODUCTION STATUS TO DATA HAND-OFF COMPLETED	231
CHAPTER 9: RELEASING CONTENT AFTER INITIAL PRODUCTION	234
SCHEDULING A COMPONENT FOR RELEASE.....	234
INVITING PUBLISHERS TO PARTICIPATE IN PROGRAMS.....	236
<i>Identifying Publishers in This Release</i>	236
<i>Looking for Publishers with No Previously Released Journals</i>	237
<i>Logging Program Participation Responses from Publishers into Contract Details</i>	239
QUEUEING DATA FOR RELEASE.....	243
LOOKING UP RELEASE DATA IN CATS	245
<i>To Assign Cataloging for a Journal</i>	247
<i>To Create / Modify the OCLC Record</i>	248
<i>To Confirm the Correct Display of Test Data in the Staging Area</i>	249
RELEASING CONTENT.....	251
CHAPTER 10: DISPOSING OF SOURCE MATERIALS	255
SHIPPING SOURCE TO HCL.....	255
PROCESSING MATERIALS LOANED TO ITHAKA	257
DISPOSING OF ITHAKA-OWNED DUPLICATES	259
CHAPTER 11: UPDATING THE ISSUES NEEDED WEBPAGE	261
LISTING COMPONENTS THAT NEED TO APPEAR ON THE ISSUES NEEDED PAGE	261
<i>Exporting Needed Source Info to the Issues Needed Webpage</i>	262

CHAPTER 12: ONGOING PRODUCTION TASKS.....	264
PROCESSING ORDERS AND SHIPMENTS.....	264
Creating an Order and Shipments	264
Receiving Shipments	264
Copying Shipments (as needed)	264
Creating Shipments (as needed)	264
Creating Order Problems (as needed).....	264
Resolving Order Problems (as needed).....	264
Shelving Source.....	265
Closing Orders.....	265
PREPPING FOR DIGITIZATION / PERFORMING FOLLOW-UP QC	265
Scheduling for Digitization.....	265
Locating Missing Source Reported by the Vendor	265
Performing Quality Control.....	265
Identifying CIL Content	265
RELEASING CONTENT.....	265
Scheduling for Release	265

CHAPTER 1:

Finding Your Way around CATS

This chapter explains what CATS is and the basics of how to log in and how to move around within the system, including the screens and wizards. In addition to describing the types of screens you'll encounter, this chapter also explains the different elements on the screens—for example, how to filter list screens or how to “select all” the items in a list. If you are completely new to the CATS user interface, reviewing this chapter before using the system will make it much easier to find your way around the system.

What is CATS?

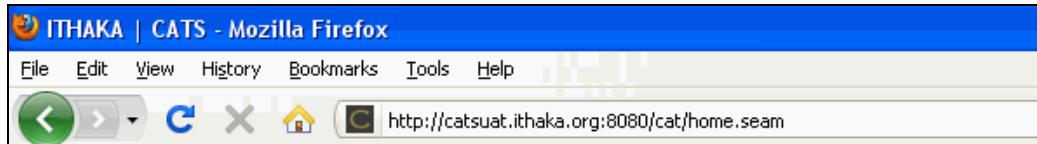
The Content Acquisition and Tracking System (CATS) is a work in progress with the goal of providing end-to-end control of content, content metadata, and content-related processes for all ITHAKA product lines. It will cover the entire content lifecycle, from selection through distribution of finished products to fulfillment, delivery, and other systems as needed. This includes re-distribution in the case of ongoing maintenance of content.

CATS will become controller, workbench, authoritative record, and internal distribution service for all content and metadata about the content in ITHAKA's repositories

Logging In to CATS

CATS is a web-based program; therefore, you'll need to open a web browser—preferably Firefox—to access CATS.

1. After you open your web browser, type <http://cats.ithaka.org> into the browser's address bar and press Enter, as shown:



If you will be using CATS frequently, it is a good idea to “bookmark” the site in your web browser.

The system will display a screen like the following:

A screenshot of the CATS system homepage. At the top, there is a navigation bar with links: Collections, Sets, Components, Publishers, Contracts, Orders, Shipments, More Options, and a dropdown menu. To the right of the navigation bar is a "Logout" link. A red box highlights the "About CATS" section, which contains a brief description of the system's purpose and features. A red arrow points from the text above the screenshot to the "Logout" link. Another red arrow points from the text above the screenshot to the "About CATS" section.

2. Click on the Login link on the far right-hand side of the screen to display a Login window like the following:

Please login here

Username

Password

Remember me

Note - Windows username (without the 'office!') and password!

Login



As an alternative to clicking “Login,” you can click any global tab to display the Login window.

3. Type in your assigned Windows Username, then press Tab.
This field is not case sensitive.
4. Type in your assigned Windows Password
This field is case sensitive.
5. If you want the system to remember your Username and Password so it won’t ask you for it the next time you log in, click on the Remember Me checkbox to display a checkmark in that field.
If you leave the checkbox empty, the system will prompt you for Username and Password every time you log in.
6. Press the Login button to log in to the CATS system.
If you clicked on a global tab to bring up the CATS Login window, the system will display the list screen for whatever global tab you clicked on.

Orienting Yourself to CATS Screens

This section introduces you to the types of screens you will see displayed within the CATS system. In addition, you’ll learn how to use the different areas and icons on the screens.

List Screens vs. Record Screens

Within CATS, there are primarily two types of screens—list screens and record screens. Collections, Sets, and Components are just three examples of system entities that are initially displayed in a list screen. After selecting one of the items from the list (for example, selecting a *component* from the *Component List screen*), a record describing the detail associated with that specific component is displayed. Therefore, we refer to that as a record screen.

The example below shows the Component List screen (on the left) and the resulting Component Record screen (on the right) that displays after one of the components has been selected by clicking that component in the list.

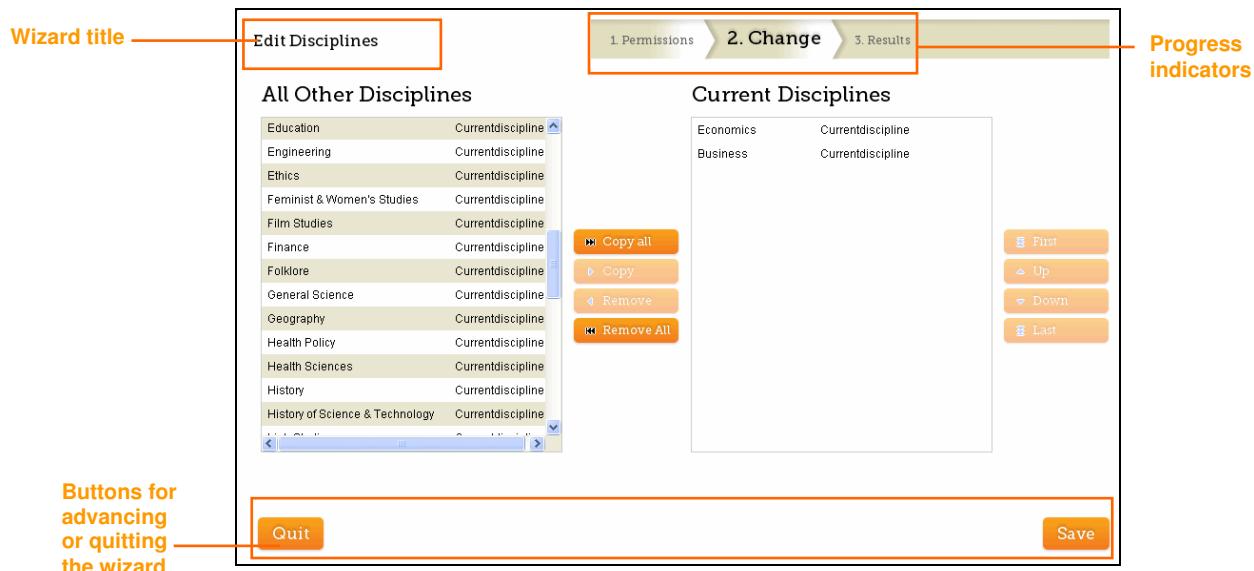
The screenshot illustrates the transition between two CATS screens. On the left, the 'Components' list screen displays a grid of items, each with a title, author, date, and a small orange 'Edit' icon. An orange arrow points from the text 'Clicking on an item in a list screen...' to the edit icon of the first item. On the right, the 'Components' record screen shows detailed information for the selected item, including fields like Title, Author, Date, and Disciplines. An orange arrow points from the text '...Will result in the detail for that item being displayed in a record screen' to the top of the record screen.

CATS Wizards

Some actions within CATS will initiate a wizard to take you through a process step-by-step. Often, the only way to initiate a wizard is to click on the Edit icon next to a field. For example, to start the wizard for changing disciplines assigned to a component, you must click the edit icon next to the Disciplines field:



Wizards generally appear in a pop-up window that overlays the main CATS window. Following is an example of the Edit Disciplines wizard:

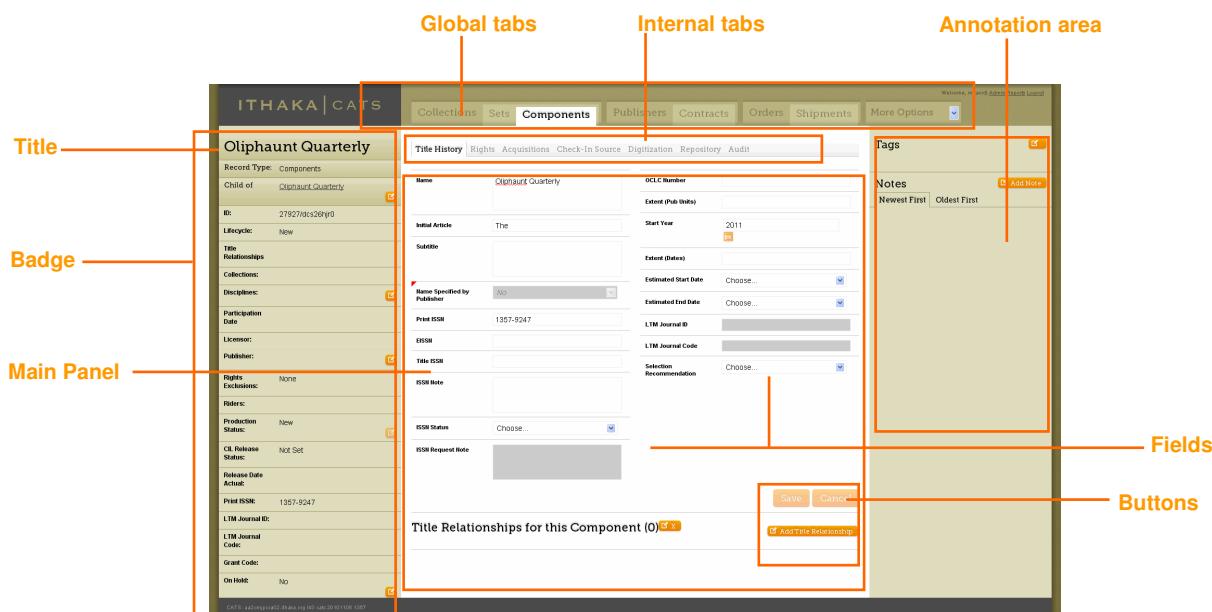


Note that the “progress indicators” at the top of the wizard pop-up window indicate where you are in the wizard process—how many steps you’ve completed and how many more you have before you are finished.

Identifying Areas of a CATS Screen

In addition to different types of screens, within screens there are different operators you can use to effect an action or result; for example, many screens contain tabs, fields, buttons, etc.

Below is a sample of a screen in CATS with labels indicating what we call the parts of the screen. Use the labels and their descriptions (after the screen image) to become oriented to CATS screens and the terminology used in this Guide.



Global tabs: These tabs are available at the top of the page throughout the entire CATS system. Left click a global tab once to select that tab and display its associated List screen. The More Options Menu appears as the rightmost global tab near the top of the CATS screen. When you click on the More Options Menu, it displays a list of system entities that are less frequently used but still operate as global tabs.

Internal tabs: A row of sub-tabs pertaining to the specific type of record that is on screen.. In this case, these are the internal tabs related to the global tab “Components.” Left click an internal tab once to select that tab.

Annotation area: Always appears on the right-hand side of the screen. This is the area containing any Tags or Notes that apply to the item being viewed.

Fields: Information that appears next to a bold label on the screen. Depending on your permissions in the system, you can either view the information in a field or view and enter data in a field. When the field area to the right of a field label is shaded, it is for display only and cannot be modified by the current user.



Buttons: Orange rectangles with rounded corners, each button is labeled inside the rectangle. In this example, two buttons appear—Save and Cancel. Click a button once to initiate the action specified in the button.

Badge: The shaded area on the left side of the screen. When a badge area appears on a screen, it displays record details “at a glance.” Badge information is the basic record-level information that most system users would be interested in.

Main panel: The white area between the badge and annotation area of a record screen. The fields that appear in the main panel will change, depending on which internal tab has been selected.

Title: The title of the item that was selected from the list screen. In this example, the title represents the name of the component that was selected from the Component List screen. This title is display-only.

Screen Symbols and What They Indicate

Throughout CATS, you'll see various symbols on the screen. Clicking on these symbols enables you to make a selection or initiate an action.

Drop-Down List

When a drop-down list of choices is available, you'll see a small, drop-down arrow icon next to the field and the word “Choose...” indicating you have a choice. Or, if someone has previously made a selection from this drop-down list, the selection appears instead of the word “Choose.” Following is an example of a drop-down list for selecting the Name Specified by Publisher:

The image shows a screenshot of a form. On the left, there is a label "Name Specified by Publisher". To its right is a text input field containing the placeholder "Choose...". To the right of the input field is a small blue square with a downward-pointing arrow icon. A red box is drawn around this entire row. The entire row is enclosed in a thin black border.

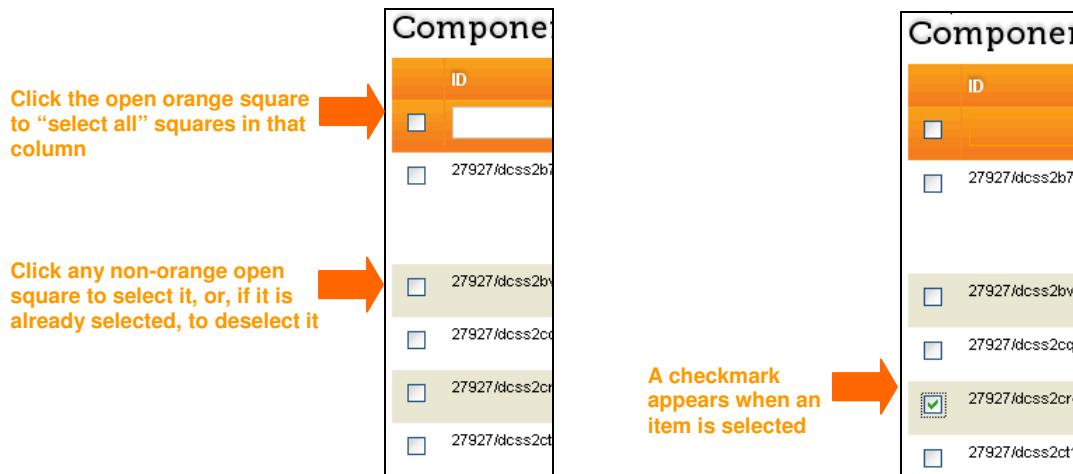
When you left click on the drop-down arrow icon, a list appears.

The image shows a screenshot of a form. It contains two rows. The first row has a label "Name Specified by Publisher" followed by a dropdown menu. The menu is open, showing the word "Choose..." at the top, followed by "Choose...", "Yes", and "No". The "Choose..." option is highlighted with a blue background. The second row has a label "Print ISSN" followed by a dropdown menu. The menu is closed, showing the options "Yes" and "No". The entire form is enclosed in a thin black border.

Left click your choice to select it from the list.

Select or Select all

When open squares appear in a list on the screen, you can click individual open squares to select individual items. If an open square appears in an orange bar at the top of the list, left clicking the open square in the orange bar initiates a “select all” action—every open square in that column will be selected.



The open squares are toggle fields. That means clicking on a square once selects the item (a checkmark appears in the square); clicking on the square a second time deselects the item (the checkmark disappears).

Date Selection

Fields that require a date to be inserted by the user can be populated in one of two ways.

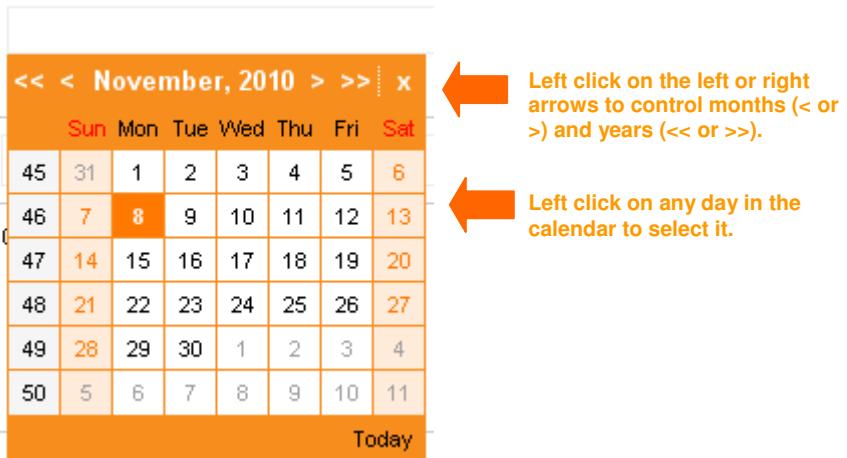
You can type the date directly into the field (in YYYY/MM/DD format):

Signing Deadline	2010/11/25

Or, use a calendar pop-up that displays when you left click a small calendar icon next to the field name, as shown:

Signing Deadline	
-------------------------	--

Click the calendar icon

Signing Deadline

When the calendar pops up, you can left click the following:

- **<<**: To cycle through previous years.
- **<**: To cycle through previous months.
- **>**: To advance a month at a time
- **>>**: To advance a year at a time
- **Individual numbers:** To select a day in the current month and year
- **Today:** To select today's date

Edit Icon

When a field on a CATS screen is available for data input, it will typically appear like this:



You can click in the above field and the cursor will begin blinking for data entry.

Some fields appear with an Edit Icon to the right of the field name, indicating that when you click on the icon, a wizard will pop up and step you through the process for updating that particular field.

For example, below is the Lifecycle field visible from the badge area of the Contract detail screen:



To update the lifecycle, simply click the Edit Icon to launch a wizard that will prompt you through the process of updating the field.

Paging through Screens

If a list continues onto multiple screen pages, page indicators will appear at the top and bottom of the screen.



To select another page in the list, you can left click one of the following:

- **<<First:** Returns you to the first page of the list.
- **<Previous:** Takes you back one page at a time.
- **1, 2, 3...:** Enables you to select a specific page in the list.
- **Next>:** Advances you one page at a time.
- **Last>>:** Advances you to the last page in the list

Sorting a List

All lists default to viewing in last-modified order, with the most recently created or modified records appearing at the top of the list. You may prefer to view a list in a different order; for example, you may prefer to view a Component List in alphabetical order by name. If a list is sortable, you can click on a specific heading in the orange column heading bar. When the list refreshes, it is sorted in ascending order based on that column's data.

Components (6062) Default Skin << First < Previous 1 2 3 Next > Last >>

Component	Lifecycle Set	Extent (Dates)	Extent (Pub Units)	Prod Status

Click the "Component" heading to sort by Component Name

If you click that same heading again, the list will toggle to sort in descending order based on that same column.

Filtering a List

Many of the lists in CATS are lengthy; therefore it may help to use the list filtering capability to narrow the list criteria.

Screens that have a filtering capability will have an orange sort/filter bar at the top of the list.

Components (6062) Default Skin << First < Previous 1 2 3 4 Next > Last >> Bulk Options

Component	Lifecycle Set	Extent (Dates)	Extent (Pub Units)	Prod Status	Licensor	Rights Exclusions	Collection
<input type="checkbox"/>	<input type="button" value="Filter..."/>	<input type="button" value="Filter..."/>	<input type="button" value="Filter..."/>	<input type="button" value="Filter..."/>	<input type="button" value="None..."/>		

Just below the column headings are open fields for typing in filter criteria.

To filter based on text in a field, type the text into a particular filter field and press Enter or click out of the field. For example, from the Components List screen, if you want to list only those components with “African” in the name, type “african” into the Component field (upper/lowercase does not make a difference) and press Enter. The resulting list will only contain those fields in which “African” appears as part of the component name.

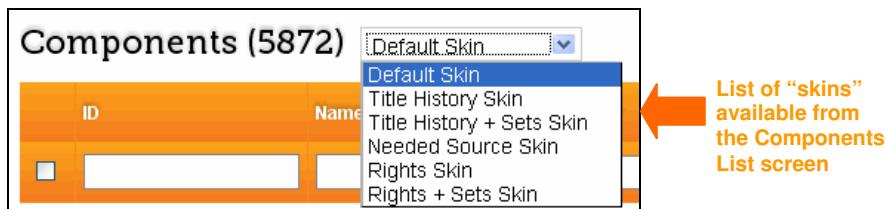


The filter fields work on literal text; therefore, if you type 07 into the Date Range field, it will return all components that have 07 for the month (as in July) or all components that have an 07 in the year (as in 1907 or 2007). And since the CATS filter is based on the ASCII character set, A and Á are considered different characters. However, uppercase and lowercase do not make a difference, so A and a are considered the same.

After typing data into a filtering field, as soon as you press Enter or click out of the field, the system will redisplay the list based on this new filtering criteria. If you select an item from a drop-down listbox in the filtering row, the system will redisplay the list based on this new filtering criteria as soon as you select an item from the drop-down list. You can filter based on more than one criteria; however, you need to wait for the screen to refresh after applying the first criteria before you apply the next filtering criteria.

Using Skins to Change Screen Views

Many of the list screens in CATS contain a “Skins” drop-down listbox for moving between interchangeable data layouts, depending on your current task.. For example, on the Components List screen, the Skins drop-down listbox offers the following choices so that, depending on your job responsibilities, you can change which data is displayed on a list screen:



When the Default Skin is selected, the Component List screen includes many fields of data about this component that you can scroll through from left to right. If you select the “Needed Source Skin” from the Components List screen, the list is refreshed and you are presented with fewer fields of data—a more targeted group of fields—for each component, including basic component information and those fields that pertain to needed source (BIN). Switching to the Rights Skin adds more fields to the display, but the fields pertain to information you’d be interested in if you are researching the rights for particular components.

Don't be afraid to experiment with different skins in CATS. Remember, you are only changing your preferred view; you are not changing the content of the actual records in the list.



More skins can be added, by request, through the CATS JIRA project at discrepancy.jstor.org. Allow up to four weeks turnaround time, depending on how complicated the skin is and other priorities, such as number of people requesting the skin.

The More Options Menu

The More Options Menu is the rightmost global tab in CATS, as shown below:

The screenshot shows the CATS interface with various tabs at the top: Collections, Sets, Components (highlighted), Publishers, Contracts, Orders, Shipments, and More Options. A large orange arrow points down to the 'More Options' tab, which is highlighted with a red box. To the right of the arrow, the text 'The "More Options" menu tab' is written in orange.

The More Options Menu appears as the rightmost global tab near the top of the CATS screen. When you click on the More Options Menu, it displays a list of system entities that are less frequently used but still operate as global tabs. Some of the selections in the More Options Menu are available through buttons and links elsewhere in the system, but the More Options Menu provides a quick and easy way to select the list view of these entities from any screen. Since the More Options Menu appears on the global tab bank, it is always visible from within CATS.

Following is a sample of the system entities that are available from the More Options Menu. To select an item from this menu, simply left click the drop-down arrow in the Menu title, then left click on the menu entry you wish to select. The "More Options" tab name will be replaced with the name of the entity you selected. To select another entry, left click the drop-down arrow again.

The screenshot shows the 'More Options' menu open, listing items like Disciplines, Invitations, Order Problems, etc. An orange arrow points up to the 'List View' button. Another orange arrow points down to the 'Order Problems' item, which is highlighted with a blue box. To the right, text says 'The new option you selected now appears as the menu name.' Below the menu, a second list shows the same items, with 'Order Problems' also highlighted in blue. An orange arrow points to this second list, with the text 'Use the drop-down arrow to make another selection.'

Next to the More Options Menu is a **List View** button designed for use with the More Options Menu. Use the **List View** button to navigate from a record back to its related list view. For example, when you select Invitations from the More Options Menu, the system displays the Invitations List screen. If you selected a specific Invitation from the list to display the associated Invitation Record screen and you want to navigate back to the Invitations List screen, you have to click the **List View** button. (Clicking Invitations again from the More Options Menu won't re-display the Invitations List screen.)

Performing Bulk Operations

Throughout CATS, many of the screens enable you to perform convenient “bulk operations,” meaning, you can perform an operation on more than one record at a time.

If bulk operations are available from a particular screen, you’ll notice a Bulk Operations drop-down listbox visible near the top, right-hand side of the screen where the list appears.



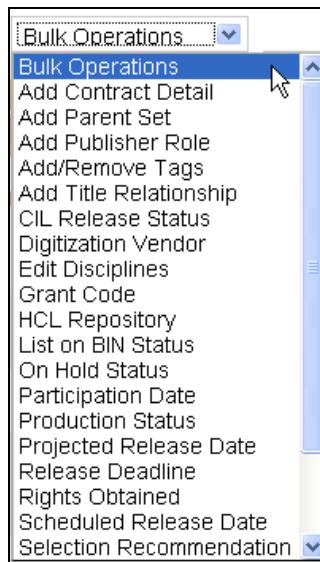
Some operations listed in the bulk Operations drop-down list can only be performed on a single record, but they've been included on this list for convenience, to save you from having to navigate to the associated record screen. For example, “Add Title Relationship” only works on a single record, but you can select it from the Bulk Operations List on the Components List screen to save the extra step of displaying the specific Component Record screen. If you tried to use the Add Title Relationship operation as a “bulk operation”—on more than one record at a time in the list—the associated wizard would display a permissions error.

Following is an example of where the Bulk Operations listbox field appears on the Components List screen:

The Bulk Operations drop-down listbox

The screenshot shows the ITHAKA | CATS interface with the 'Components' tab selected. At the top, there's a navigation bar with links for Collections, Sets, Components, Publishers, Contracts, Orders, Shipments, More Options, and a dropdown menu. Below the navigation bar, the main content area displays a table titled 'Components (6062)'. The table has columns for Component, Lifecycle, Set, Extent (Dates), Extent (Pub Units), Prod Status, Licensee, Rights Exclusions, Collection, Disciplines, Print ISSN, and LTM. A red arrow points to the 'Bulk Operations' dropdown menu located in the top right corner of the table header. The table also includes filters for Component, Lifecycle, Set, Extent (Dates), Extent (Pub Units), Prod Status, Licensee, Rights Exclusions, Collection, Disciplines, Print ISSN, and LTM, along with buttons for First, Previous, Next, Last, Request a Report, and Add Component.

Below is an example of the long list of bulk operations you can perform from the Components List screen:



The Bulk Operations drop-down listbox works in conjunction with the checkboxes that appear to the left of the records in a list. These checkboxes are used to indicate that a record is “selected” for a particular bulk operation.

For example, from the following Set Record screen we have used a combination of the Bulk Operations listbox and the checkbox fields to indicate that two of the three components in this set need a Production Status change.

First, use the checkbox fields to indicate which components you wish to operate on...

...Then select an operation from the Bulk Operations list.

The screenshot shows the 'Components in this Set' screen with three items selected. A dropdown menu titled 'Bulk Operations' is open, listing various options like 'List on Bit9', 'Initial CL Release Status', and 'Selection Recommendation'. Two orange arrows point to the checkboxes in the component list and the open operations menu.

ID	Name	Subtitle	Lifecycle	Selection Recommendation	Publication Unit Range
<input checked="" type="checkbox"/> 27927/dcst1982bg	Curriculum Theory Network		Released	Yes	nos. 1-11; vol. 4-5
<input type="checkbox"/> 27927/dcst132w0	Labor Day Test #3	bldardjj	Selected	Yes	djdej
<input checked="" type="checkbox"/> 27927/dcst19824k	Curriculum Inquiry		Released		vol. 6-

Related Components: 2

ID	Name	Subtitle	Lifecycle	Sets	Selection Recommendation	Publication Unit Range
<input type="checkbox"/> 27927/dcst1982bg	Curriculum Theory Network		Released	Curriculum Inquiry	Yes	nos. 1-11; vol. 4-5

As soon as you select the operation from the Bulk Operations menu, the operation will begin. As you can see, this is a convenient way to step multiple records through an operation at one time.

CATS Reports

There are two categories of reports available from CATS.

- Preset Reports: Popular reports involving complex database queries that have been simplified into a selection of canned reports
- List Reports: Reports generated from the List screens in CATS, preferably after the lists have been filtered using criteria specified on the List screens.

Preset Reports

A series of “canned” reports are available from CATS. To access these reports, click the Reports link in the upper right-hand corner of the CATS window, next to the Login/Logout links.

The screenshot shows the 'Components' list screen with several items listed. An orange arrow points to the 'Reports' link in the top right corner of the header. The 'Components' tab is active.

Component	Lifecycle	Set	Extent (Dates)	Extent (Pub Units)	Prod Status	Licensor	Rights Exclusions	Collection	Disciplines	Print ISSN	LTM
<input type="checkbox"/> Ozzy Journal	Production Started	Ozzy Journal	Winter 2003-present	Vol. 21, no. 1-present	SG Started	Cambridge University Press on behalf of the Harvard Divinity School	No			6666-6666	
<input type="checkbox"/> Gus Quarterly	Rights Obtained	Gus Quarterly	1997-2003	Vol. 1, no. 1-Vol. 20, no. 4	New	Cambridge University Press on behalf of the Harvard Divinity School	No			5555-5555	
<input type="checkbox"/> Journal of Jonathan	New	Journal of Jonathan	Spring 1962 - present	ser. 2, vol. 51, no. 1 - present	New		No			1409-378x	
<input type="checkbox"/> Test - SETS 3	New	Test - SETS 3			New		No			Bibliography; African Studies; Linguistics; History; British	1345-247X

When you click on the Reports link, a list of links is displayed for selecting the report type you wish to generate, as shown:

The screenshot shows a web interface titled "Request Reports". At the top, there are three tabs: "Collections", "Sets", and "Compo". Below the tabs, the title "Request Reports" is displayed. A vertical list of report types is shown, each with a horizontal line separator:

- Request Participating Journals Report
- Request Collections Status Report
- Request Publishers Report
- Request Moving Wall Report
- Request Automated Data Release Testing Information Report
- Request Release Schedule Format Report
- Request Programs and Services Report

After you click on a report in the Request Reports list, it is available from your e-mail Inbox as either an Excel document or a weblink:

The screenshot shows an email inbox with a message titled "Report Generation Success: Participating Journals Report, Attachment". The message is from "CATS [CATSreports@ithaka.org]" and was sent on "Wednesday, November 10, 2010 4:12 PM" to "Mary Jo David". The message body contains the following text:

Dear Mary Jo David,
The Participating Journals Report you requested recently from CATS has been finished, and attached to this email as an Excel spreadsheet.

Sincerely,
CATS

Below the message, two orange arrows point to the attachment area. The first arrow points to the link "Participating_Journals_Report~1.xls (347 KB)" which is highlighted with a red box. The second arrow points to the link "[Open as Web Page]" which is also highlighted with a red box.

Link to an Excel document **Weblink**

Users can request additional preset or “canned” reports be made available from the Request Reports list. To submit a request for a new report, create a JIRA ticket. Turnaround time can vary from one business day to two weeks, depending on priority and other commitments.



List Reports

Throughout CATS, many of the List screens enable you to export data, based on your filtered results, to an Excel spreadsheet that arrives via your e-mail Inbox. When you select the reporting option, CATS will export the data regardless of how many list records are in the current batch—100, 1,000, or whatever. If you don’t filter a list, the system will export every record of that type—for example, every component—that is in CATS .

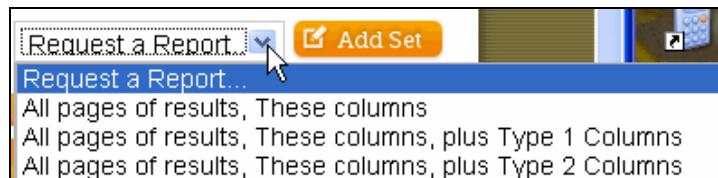
The List reporting/exporting capability is available from screens that contain a drop-down listbox like the following on the far right-hand side of the screen, beneath the bank of global tabs:



Following is an example of the standard (aka: Adhoc) report that has been exported to Excel from a Sets List screen that was filtered to include only those sets with Middle East in the Set Name:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Set Name	Lifecycle	Extent (D)	Extent (P)	Title	Histo	Release	Participat	Wall	Valu	Collections	Discipline	On Hold	ID	Date Modified
2 Middle East Review	Review	St.Jan. 1910	.Vol. 1, no.	New							No		27927/grmc/2010/11/05	
3 Middle Eastern Affairs	Review	St.Jan. 1950	-Vol. 1, no.	Completed							No		27927/grmc/2010/11/05	
4 Journal of South Asian and Middle Eastern Studies	Review	St.1977-	- Vol. 1-	Completed							No		27927/grmc/2010/11/05	
5 Journal of Middle East Women's Studies	Released	Winter 200	Vol. 1, no.	Completed	2010/04/23	2009/09/30	Moving (at Arts & Sci)	Middle East	No		No		27927/grmc/2010/11/05	
6 Review of Middle East Studies	Production	1967-2008	Vol. 1-Vol.	Completed		2010/09/20	Moving (at Arts & Sci)	Middle East	No		No		27927/grmc/2010/11/05	
7 Middle East Quarterly	Review	St.Mar. 1994	-Vol. 1,	no. Completed							No		27927/grmc/2010/11/05	
8 Brill Studies in Middle Eastern Literatures	New		- Vol. 25-	New							No		27927/grmc/2010/11/05	
9 Middle Eastern Studies	Released	Oct. 1964	Vol. 1, no.	Completed	2008/07/16	2005/03/16	Moving (at Arts & Sci)	Middle East	No		No		27927/grmc/2010/11/05	
10 International Journal of Middle East Studies	Released	Jan. 1970-	V. 1 no. 1-	Completed	2001/12/05	2000/08/16	Moving (at Arts & Sci)	Middle East	No		No		27927/grmc/2010/11/05	
11 British Journal of Middle Eastern Studies	Released	1974 -	- Vol. 1, no.	Completed	2001/12/05	2000/05/24	Moving (at Arts & Sci)	Middle East	No		No		27927/grmc/2010/11/05	
12 Middle East Journal	Released	1947 -	- Volume 1	Completed	2008/07/25	2007/01/17	Moving (at Arts & Sci)	Middle East	No		No		27927/grmc/2010/11/05	
13 Middle East Report	Released	May 1971	No. 1 -	Completed	2001/12/05	2000/02/10	Moving (at Arts & Sci)	Sociology	No		No		27927/grmc/2010/11/05	
14														
15														

Most screens only have the one option available for reporting—Report on All Pages of Results. However, from the Sets List screen, two other reports are available from this drop-down list, as shown:



These options allow for different kinds of sorting and filtering in Excel.

Type 1 Columns: Shows the same records as a regular (Adhoc) report would, including a single column with the heading “Collections” that lists all the collections this set is associated with and a single column with the heading “Disciplines,” that lists all the disciplines the set is associated with. In addition, when you scroll to the far right in the report, you’ll see the following:

- A column for each collection, with the collection name appearing as the column heading. Xs appear in the appropriate columns to indicate which collection(s) a set is associated with.
- A column for each discipline, with the discipline name appearing as the column heading. Xs appear in the appropriate columns to indicate which disciplines a set is associated with.

Following is an example of an Excel report with Type 1 Columns:

Set Name	Lifecycle	Extent (D)	Extent (P)	Title	Histo	Release	Participat	Wall	Valu	Collections	Discipline	On Hold	Music	Paleont	Performin	Philosoph	Politic
Middle East Review	Review	St.Jan. 1910	.Vol. 1, no.	New							No						
Middle Eastern Affairs	Review	St.Jan. 1950	-Vol. 1, no.	Completed							No						
Journal of South Asian and Middle Eastern Studies	Review	St.1977-	- Vol. 1-	Completed							No						
Journal of Middle East Women's Studies	Released	Winter 200	Vol. 1, no.	Completed	2010/04/22	2009/09/30	Moving (at Arts & Sci)	Middle East	No		No						
Review of Middle East Studies	Production	1967-2008	Vol. 1-Vol.	Completed		2010/09/20	Moving (at Arts & Sci)	Middle East	No		No						
Middle East Quarterly	Review	St.Mar. 1994	-Vol. 1,	no. Completed							No						
Brill Studies in Middle Eastern Literatures	New		- Vol. 25-	New							No						
Middle Eastern Studies	Released	Oct. 1964	Vol. 1, no.	Completed	2008/07/16	2005/03/16	Moving (at Arts & Sci)	Middle East	No		No						
International Journal of Middle East Studies	Released	Jan. 1970-	V. 1 no. 1-	Completed	2001/12/05	2000/08/16	Moving (at Arts & Sci)	Middle East	No		No						
British Journal of Middle Eastern Studies	Released	1974 -	- Vol. 1, no.	Completed	2001/12/05	2000/05/24	Moving (at Arts & Sci)	Middle East	No		No						
Middle East Journal	Released	1947 -	- Volume 1	Completed	2008/07/25	2007/01/17	Moving (at Arts & Sci)	Middle East	No		No						
Middle East Report	Released	May 1971	No. 1 -	Completed	2001/12/05	2000/02/10	Moving (at Arts & Sci)	Sociology	No		No						

Scroll Right→

Type 2 Columns: Shows the same records as a regular (Adhoc) report would, including a single column with the heading “Collections” that lists all the collections this set is associated with and a single column with the heading “Disciplines,” that lists all the disciplines the set is associated with. In addition, when you scroll to the far right of the report, you’ll see the following:

- An individual “Collections” column for every collection the set is associated with.
- An individual “Disciplines” column for every discipline the set is associated with.

Following is an example of an Excel report with Type 2 Columns

Set Name	Lifecycle Extent	Title	Release Date	Participate	Call No	Collection	Discipline
2: Middle East Review	Released: St. Jan. 1990 - Vol. 1, No. 1 - New			No	27927gr		
3: Middle Eastern Affairs	Released: St. Jan. 1950 - Vol. 1, No. 1 - Complete			No	27927gr		
4: Journal of South Asian and Middle Eastern Studies	Released: St. 1977 - Vol. 1 - Complete			No	27927gr		
5: Journal of Middle East Women's Studies	Released: St. 1987 - Vol. 1, No. 1 - Complete	2010/04/22	2009/09/3	Moving (a Arts & Sci. Middle E)	27927gr		
6: Review of Middle East Studies	Published: 1967-2008 Vol. 1, No. 1 - Complete	2010/09/21	2009/09/21	Moving (a Arts & Sci. Middle E)	27927gr		
7: Middle East Quarterly	Released: St. Mar. 1934 - Vol. 1, No. 1 - Complete			No	27927gr		
8: Brill Studies in Middle Eastern Literatures	New	Vol. 25 - New		No	27927gr		
9: Middle Eastern Studies	Released: Oct. 1964 - Vol. 1, No. 1 - Complete	2009/07/8	2005/09/3	Moving (a Arts & Sci. Middle E)	27927gr		
10: International Journal of Middle East Studies	Released: Jan. 1970 - Vol. 1, No. 1 - Complete	2010/02/10	2000/09/1	Moving (a Arts & Sci. Middle E)	27927gr		
11: British Journal of Middle Eastern Studies	Released: 1974 - Vol. 1, No. 1 - Complete	2010/02/05	2000/09/2	Moving (a Arts & Sci. Middle E)	27927gr		
12: Middle East Journal	Released: May 1971 - Vol. 1 - Complete	2009/07/12	2007/07/17	Moving (a Arts & Sci. Middle E)	27927gr		
13: Middle East Report	Released: May 1971 - Vol. 1 - Complete	2009/12/05	2009/02/1	Moving (a Arts & Sci. Sociology)	27927gr		
14:							

As more List reporting options become available, they’ll be added to the Request a Report drop-down listbox.

Adding Notes and/or Tags

Most of the record-level screens in CATS provide a facility for being able to add notes and/or tags to the record. For example, from the Components List screen, if you scroll over to the far right of the screen, you’ll see a shaded area reserved for Notes and Tags, as shown:

This area is reserved for Notes and Tags

Use the New Note button to initiate the Create a Note wizard.

Use the Add Tag button to initiate the Create a Tag wizard.

To create a Note:

1. Click the **New Note** button.

A wizard will launch, stepping you through the process of specifying the Note Type and the Note text.

2. Click the **Create** button and the wizard will confirm the results

You will return to whatever record screen you were on.

To add a Tag to a record:

1. From the record screen, for example a Set Record screen, click the **Edit icon** to the right of the Tags heading in the Annotation area.



A wizard will launch, displaying a screen with two columns—Available Tags and Current Tags, as shown:

List of available tags for copying to the current tags

Buttons for copying / removing tags

Add/Remove Tags

Available Tags

Current Tags

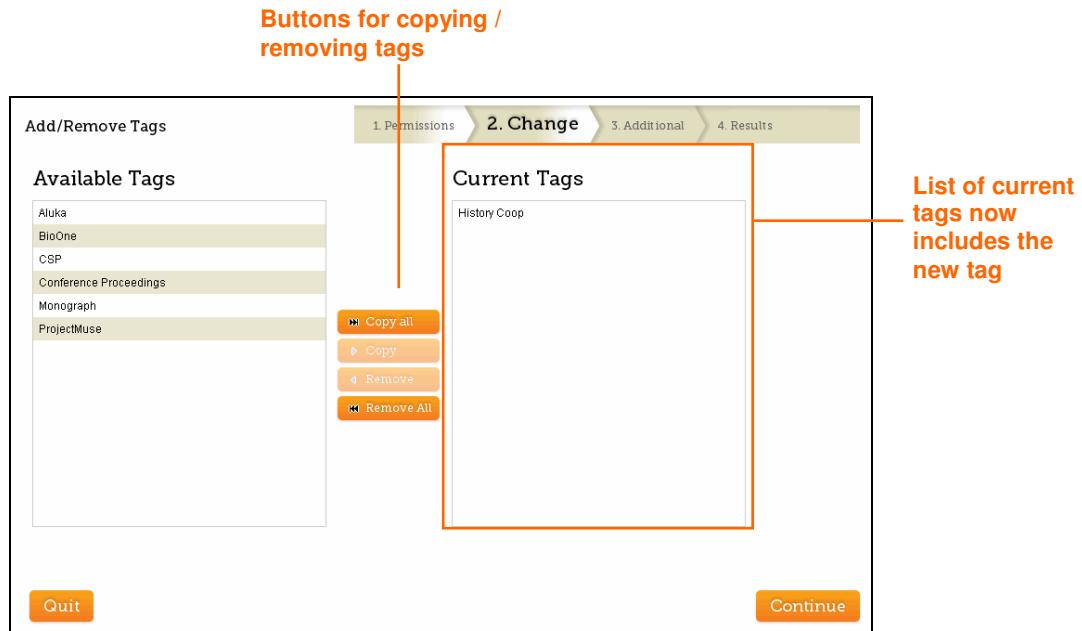
1. Permissions 2. Change 3. Additional 4. Results

Copy all Copy Remove Remove All

Quit Continue



If the Tag you wish to add to the current record doesn't appear in the Available tags area, you can request that it be added to Available Tags through the CATS JIRA project at discrepancy.jstor.org



2. Click Continue when you are finished adding/removing tags for this entity.
3. The remaining wizard screens confirm your actions, click **Save** and then **Return** to return to the record screen from which you initiated the Add Tag operation.

The new tag will now appear under Tags in the Annotation area of the record screen, as shown:

Needed Source: *The Scottish Antiquary, or, Northern Notes and Queries*
None Listed Edit

Needed Source: *Scottish Historical Review*
Vol. 87, No. 2 (2008) - PA 5/18/09 The Scottish Antiquary, or, Northern Notes and Queries (ISSN: 2042-0013) Vol. 11, Nos. 41 - 44 (1898); Vol. 12, Nos. 45 - 48 (1899); Vol. 14, Nos. 53 - 54 (1900); Vol. 16, No. 64 (1902) the above are needed to replace water damaged issues - PA 5/9/09 Northern Notes & Queries (ISSN: 2042-0005); Vols. 1 - 3 (1886-1889) 8/18/09 LMA
by JSOURCE Migration at 2010-11-04 19:49:28.775 Edit

Needed Source: *Northern Notes & Queries*
None Listed Edit

Tags
History Coop

Notes Add Note

Newest First Oldest First

Miscellaneous

Expecting to hear back about wall decrease by May 2011
by jhirschman at 2010-11-18 11:30:38.784 Edit

Tags area now contains the tag you added to Current Tags

Understanding Key Terms in CATS

Back Issues Needed (BINs).

Refers to issues that probably exist but aren't available at ITHAKA. The list of Back Issues Needed is published so that all CATS participants can see what issues are needed and, hopefully, notify ITHAKA when an issue is located. The BIN list is updated weekly.

Collections

A unit of sale. Also, a thematically related set of content. There are only about 20 collections in the whole system. A thematically related group of sets (or “backfiles”) marketed as a unit of sale. Sets may participate in more than one collection (for example a set could participate in a discipline-specific collection and a broad Arts & Sciences collection). In rare cases, individual components of a set may belong to different collections than other components of the same set

Component

The most important individual unit in the system. Components cannot stand alone; they must be part of a set. A component can belong to more than one set (although this isn't common). In the case of the journal called *Technical Communication* “components” would refer to every title under which the journal existed, across its entire history.

Disciplines

A very high level concept in CATS, disciplines relate to fields of study. They apply to sets and their components, but they can only be assigned at the component level. A discipline can be a “current discipline” or a “future discipline.” Current disciplines are already being used in JSTOR. Future disciplines are those that are being considered for future use. Assigning a discipline can only be done to a component, but can be done in bulk.

Set

A set represents an entire journal history and is typically made up of multiple “components” (or ISSNs). Think of a set as a work unit of compiled components. A set and its components comprise all of a journal. Sets can exist without being assigned to a collection, but a set must have at least one component.

Title history

A title history describes all the components in a set by virtue of their title relationships and related components in different sets. Librarians fill in title histories when doing their investigations. Title history tasks are applied to a set. Within title histories, you have to add sets.

Guide Tips and FAQ Answers

Throughout this Guide, you'll often come across tips and answers to frequently asked questions. Watch for the following symbols indicating the location of tips and answers:



This symbol indicates a **TIP** containing helpful information or reminders.



This symbol indicates a frequently asked question (**FAQ**) and its corresponding answer.

CHAPTER 2:

Working with Collections and Disciplines

Collections represent sales units. You can also think of them as high-level groups of sets organized around major topics within CATS. For example, currently in CATS you will find a collection titled “Ecology and Botany” and another called “Health and General Sciences.” Within these rather broad collections, you can expect to find many sets, and within the sets, you’ll find many components. Because collections represent so much content, the CD Negotiations team creates new collections and modifies existing collections much less frequently than some other types of information are added or updated. However, when these tasks do become necessary, this chapter contains the steps for creating and maintaining collections.

The CD Negotiations Team also has responsibility for overseeing disciplines in CATS. This chapter also presents information for viewing disciplines and components in a particular discipline. In addition, it details the steps involved in adding a discipline to a component.

Working with Collections

This section provides instructions for the following collections-related tasks:

- Viewing existing collections (lists and records)
- Creating a new collection
- Advancing the lifecycle of a collection
- Updating a collection record

Viewing Existing Collections

As with many of the entities in CATS, two views are available for collections—a list view and a record view.

To view a complete list of the collections logged into CATS, do the following:

1. Log in to CATS

- Click on the Collections global tab.

A Collections List screen like the following is displayed:

ID	Name	Type
270278ec75g8	adminCollection	Core
270278ec75g9	For Profit Academic: Arts & Sciences IV Collection	Custom
270278ec75g9	Arts & Sciences V Collection	Core
270278ec75g9	Arts & Sciences VI Collection	Core
270278ec75g9	Irish Collection	Core
270278ec75g2	Arts & Sciences I Collection	Core
270278ec75g9	Edinburgh Research Collection	Core
270278ec75g2	For Profit Academic: Biological Sciences Collection	For Profit
270278ec75gd	For Profit Academic: Music Collection	For Profit
270278ec75gh	Business Collection	Core
270278ec75gk	Health & General Sciences Collection	Core
270278ec75gk	Business Collection	Core
270278ec75g6	Arts & Sciences II Collection	Core
270278ec75gn	Arts & Sciences VI Collection	Core
270278ec75g3	For Profit Academic: Life Sciences Collection	For Profit
270278ec75gq	For Profit Academic: Language & Literature Collection	For Profit
270278ec75g0	For Profit Academic: Arts & Sciences II Collection	For Profit
270278ec75gf	Language & Literature Collection	Core
270278ec75gw	For Profit Academic: Business I Collection	For Profit
270278ec75gb	19th-Century British Pamphlets	Core
270278ec75gw	Arts & Sciences VII Collection	Core
270278ec75g7	For Profit Academic: Arts & Sciences VII Collection	For Profit
270278ec75gp	Life Sciences Collection	Core
270278ec75gk	Biological Sciences Collection	Core
270278ec75h0	Music Collection	Core



Only one skin is available from the Collections List screen, and that is the default skin that is automatically displayed.

Viewing a Collection Record

From the Collections List screen, you can select a collection for viewing the record-level data associated with that collection.

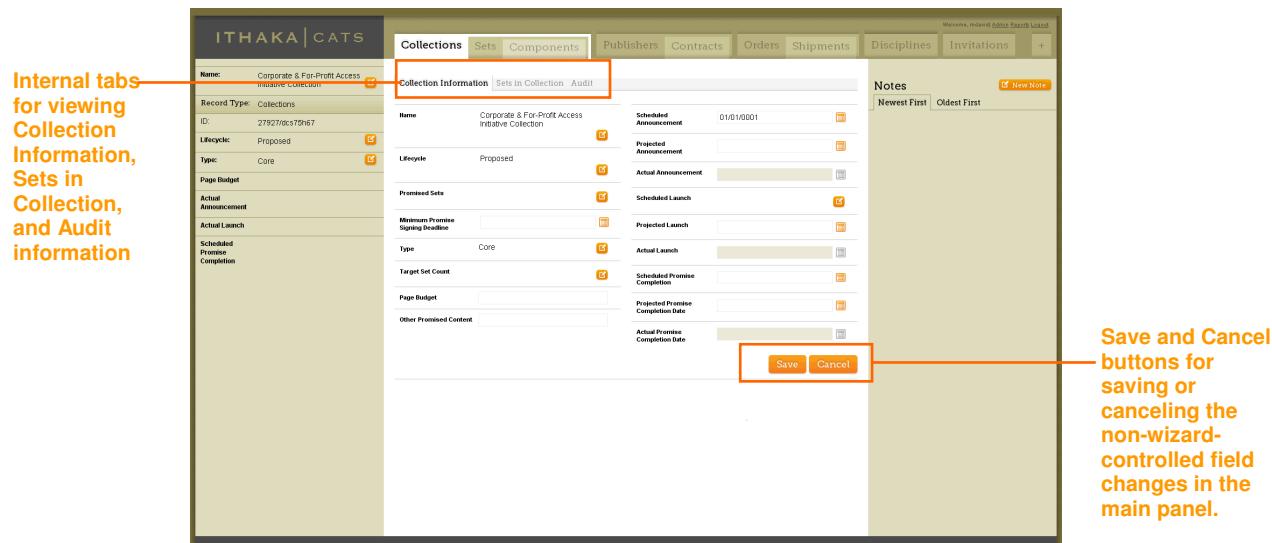
To view a collection record:

- Using the Collections List screen, locate the collection whose record you'd like to view.
- Click anywhere on the line of data that corresponds to that collection.



If you prefer to open the Collection record in a new window or on a new tab, use a right-click instead of a left-click on that record in the Collections List screen. When a pop-up menu displays, select "Open Link in New Window" or "Open Link in New Tab."

The Collection Record screen will be displayed for that particular collection, as shown, with three internal tabs in the main panel: Collection Information, Sets in a Collection, and Audit.



- To display the basic information about the Collection, click the Collection Information internal tab. This is the default view when you initially display a collection record.
- To display the sets that belong to this collection, click the Sets in Collection internal tab.
- To display the Audit information (i.e., creation information) for this collection, click the Audit internal tab.

Creating a New Collection

Occasionally, members of the CD Negotiations team need to create a new collection.

To create a new collection:

1. Using the sort or filter fields on the Collections List screen, verify that the collection does not already exist.
2. From the Collections List screen, click the **Create Collection** button on the right side of the screen.

The Create Collection wizard is launched, as shown:

Provide basic Name and Type information about the collection

Quit and Create buttons for moving through the wizard

Create Collection

1. Main 2. Results

Name:

Type: Choose...

3. In the Name field, type the name you wish to associate with the new collection. Press Tab to move to the Type field.
4. In the Type field, use the drop-down list to select from the following collection types:
 - **Core:** A collection that is available to all core ITHAKA participants (libraries, universities, research institutions, etc.)
 - **For Profit:** A collection that ITHAKA has permission to sell to for-profit organizations
 - **Custom:** A collection comprising a specialized sales package, generally created for a specific institution
5. Click the **Create** button. The wizard advances to the Results screen, which recaps the information you have provided for this collection, as shown:

Recap of information provided for this collection

Click Finish to return to the Collections List screen

Create Collection

1. Main 2. Results

You have created a new Collection Record

ID	Name	Type
27927/dc51db41b	Public Works of MJD	Core

6. Click **Finish** to return to the Collections List screen. Scroll through the list of collections or filter the list to verify that the new collection appears in the Collections list.
7. Click anywhere on the line of data that corresponds to that collection.

The Collection Record screen will be displayed for that particular collection, as shown, with a default Lifecycle of PROPOSED.

Lifecycle of "Proposed" shows up in two places

Collection Information	
Name	Corporate & For-Profit Access Initiative Collection
Record Type:	Collections
ID:	219210000000000000
Lifecycle:	Proposed
Type:	Core
Page Budget	
Actual Announcement	
Actual Launch	
Scheduled Promise Completion	
Promised Sets	
Minimum Promise Signing Deadline	
Type	Core
Target Set Count	
Page Budget	
Other Promised Content	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

8. From the Collection Information internal tab, click on the available fields in the main panel to provide the following information about the new collection, if it is available.



In fields where the Edit icon is displayed, you'll need to click the icon to display a wizard for filling in the desired field information.



In fields where the Calendar icon is displayed, click on the icon to supply a date for this field or simply type the date into the field using the yyyy/mm/dd format.

- **Promised Sets:** The minimum number of sets promised to participants.
- **Target Set Count:** Used internally, represents the number of sets ITHAKA plans to make available.
- **Page Budget:** The projected number of pages ITHAKA plans to include in this collection.
- **Other Promised Content:** Any other content, beyond the journals themselves, that has been promised to participants. Example: sheet music or monographs.
- **Scheduled Announcement:** The date the announcement was originally scheduled to take place.
- **Projected Announcement:** An adjusted date, different than the original scheduled date, for when the announcement is projected to take place.

- **Scheduled Launch:** The date when the launch (the first release of sets in the collection) was originally scheduled to take place.
 - **Projected Launch:** An adjusted date, different than the original scheduled date, for when the launch is projected to take place.
 - **Scheduled Promise Completion:** The date when the minimum number of promised sets will be available to participants.
 - **Projected Promise Completion Date:** An adjusted date, different than the original scheduled date, for when the minimum number of promised sets will be available to participants.
9. After providing all the available field information you can, click the **Save** button to save the collection data you typed in. Note: Data provided through the wizards is automatically saved when the wizard is completed.

Advancing the Lifecycle for a Collection

Initially, a collection is created with a lifecycle of PROPOSED. As work on a collection progresses, members of the CD Negotiations team will need to reflect this progress by advancing the lifecycle of the collection. In many cases, long before Content Development adds a collection to CATS, the Executive Director approves a long-term plan that proposes many collections. When this happens, the lifecycle of the collection can be advanced immediately after it's created.

To advance a collection lifecycle:

1. Click on the Collections global tab to display the Collections List screen.
2. Locate the collection whose lifecycle needs advancing. Click on this collection in the list.
3. The Collections Record screen will default to the Collection Information internal tab in the main panel, as shown:

Collection Information internal tab

Lifecycle of "Proposed" shows up in two places

Collection Information Internal Tab	Main Panel
Lifecycle: Proposed	Lifecycle: Proposed



Note that the Lifecycle field is available for updating from two locations on this screen—the badge area and the main panel.

- Click on either of the Lifecycle fields—the one in the badge or the one in the main panel.

A Change Collection Lifecycle wizard pops up verifying you have permission to change this record, as shown:

Change Collection Lifecycle

You have selected 1 records to change.
You have permission to change 1 of 1 records.

ID	Name	Type
27927/dcs1db41b	Public Works of MUD	Core

Permissions determined by the following checks:

Quit and Continue buttons for moving through the wizard

Quit Continue

- Click **Continue**.

The wizard displays a screen showing a drop-down Lifecycle field.

Change Collection Lifecycle

Enter the new value to apply to all the eligible records you selected.

Lifecycle:

Choose...
Approved

Quit Continue

6. Use the drop-down Lifecycle field to select the next appropriate lifecycle choice, and click **Continue**.

Depending upon which lifecycle this collection is advancing to, there may or may not be additional information fields displayed in the wizard. The following list details what information is needed to advance the collection lifecycle from one phase to the next:

- Proposed to Approved: No additional information needed.
- Approved to Announced: The wizard displays a screen for selecting the Actual Announcement Date.
- Announced to Launched: The wizard displays fields for providing the following:
 - * Target Set Count
 - * Promised Sets
 - * Minimum Promise Signing Deadline
 - * Page Budget
 - * Actual Launch
- Launched to Signing Completed: The wizard displays fields for providing the following:
 - * Target Set Count
 - * Promised Sets
 - * Minimum Promise Signing Deadline
 - * Page Budget

- Signing Completed to Release Completed: The wizard displays fields for providing the following:
 - * Target Set Count
 - * Promised Sets
 - * Minimum Promise Signing Deadline
 - * Page Budget
 - * Actual Promise Completion Date
 - Release Completed to Reopened: The wizard displays fields for providing the following:
 - * Target Set Count
 - * Promised Sets
 - * Minimum Promise Signing Deadline
 - * Page Budget
 - Reopened to Release Completed
 - * Target Set Count
 - * Promised Sets
 - * Minimum Promise Signing Deadline
 - * Page Budget
 - * Actual Promise Completion Date
7. After you provide all the necessary field data, the wizard will display a final screen showing the record that was updated. Click **Finish** to return to the Collection Record screen.

Updating Collection Information

Some of the record information pertaining to a collection (for example: Promised Sets and Target Set Count) is updated when you advance the lifecycle of the collection, as documented in the previous section. However, you may find it necessary to periodically update collection information outside of the context of advancing the collection lifecycle, through the Collections Record screen.

To update collection information:

1. Click on the Collections global tab to display the Collections List screen.
2. Locate the collection you'd like to update. Click on this collection in the list.

3. The Collections Record screen will default to the Collection Information internal tab in the main panel, as shown:

Collection Information internal tab

Fields for updating collection information

Save button to save the changes to the Collection record

4. From the Collection Information internal tab, locate the available fields in the main panel to update any of the following information about the collection:



In fields where the Edit icon is displayed, you'll need to click the icon to display a wizard for filling in the desired field information.



In fields where the Calendar icon is displayed, click on the calendar icon to supply a date for this field or simply type the date into the field using the yyyy/mm/dd format.

- **Name:** The formal name of the collection
- **Type:** The type of participant for whom the collection is intended:
 - * **Core:** A collection that is available to all core ITHAKA participants (libraries, universities, research institutions, etc.)
 - * **For Profit:** A collection that ITHAKA has permission to sell to for-profit organizations
 - * **Custom:** A collection comprising a specialized sales package, generally created for a specific institution
- **Promised Sets:** The minimum number of sets promised to participants.
- **Target Set Count:** Used internally, represents the number of sets ITHAKA plans to make available.
- **Page Budget:** The projected number of pages ITHAKA plans to include in this collection.

- **Other Promised Content:** Any other content, beyond the journals themselves, that has been promised to participants. Example: sheet music or monographs.
 - **Scheduled Announcement:** The date the announcement was originally scheduled to take place.
 - **Projected Announcement:** An adjusted date, different than the original scheduled date, for when the announcement is projected to take place.
 - **Scheduled Launch:** The date when the launch (the first release of sets in the collection) was originally scheduled to take place.
 - **Projected Launch:** An adjusted date, different than the original scheduled date, for when the launch is projected to take place.
 - **Scheduled Promise Completion:** The date when the minimum number of promised sets will be available to participants.
 - **Projected Promise Completion Date:** An adjusted date, different than the original scheduled date, for when the minimum number of promised sets will be available to participants.
5. After updating the necessary field information, click the **Save** button to save the collection changes. Note that data provided through wizards is automatically saved when the wizard is completed.

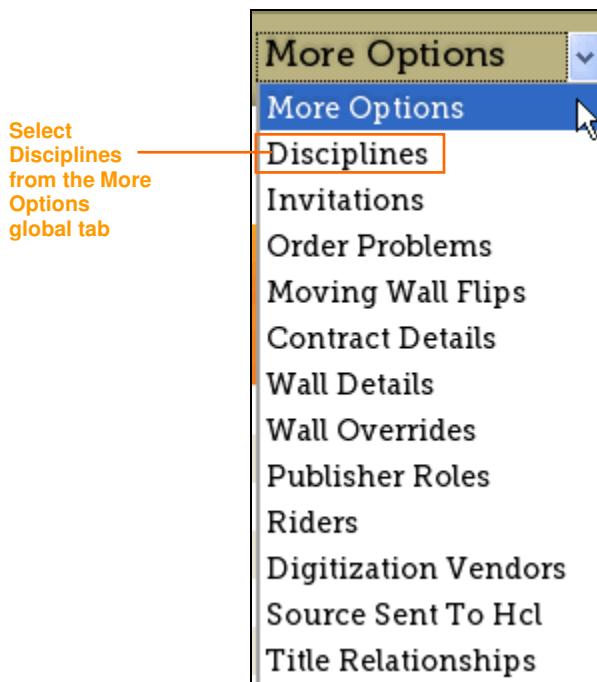
Working with Disciplines

The CD Negotiations Team is responsible for overseeing the list of disciplines. Access to the Disciplines List screen is available by selecting Disciplines from the **More Options** global tab. However, some discipline-related functions are also accessible through component-level operations in CATS.

Viewing Existing Disciplines

To view a list of all disciplines in CATS:

1. Log in to CATS.
2. Click the More Options global tab, to the right of the Shipments global tab, to view a list of More Options, as shown:



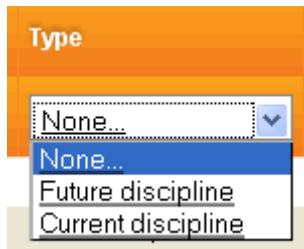
- Click on Disciplines to select it from the menu.

A Disciplines List screen is displayed, as shown:

The image shows a table titled 'Disciplines (56)'. The table has columns for Name, Type, ID, and Date Modified. Each row represents a discipline, with a small icon indicating its type: a blue square for current disciplines and a grey square for future disciplines. A red callout bubble on the left points to the first discipline in the list, with the text 'Each discipline in the list has a Type—current or future'.

Name	Type	ID	Date Modified
Nursing Disciplines	Future discipline	27927gnrx228x5	2019/14/11 24:29
Fine Arts	Future discipline	27927gnrx228x6	2019/14/16 16:50
Philosophy	Future discipline	27927gnrx228x7	2019/14/12 49:40
Ethics	Current discipline	27927gnrx228x8	2019/14/19 01:14
Engineering	Current discipline	27927gnrx228x9	2019/14/19 01:14
Communication Studies	Current discipline	27927gnrx228x0	2019/14/19 01:14
Public Policy & Administration	Current discipline	27927gnrx228x1	2019/14/19 01:14
Classical Studies	Current discipline	27927gnrx228x2	2019/14/19 01:13
Library Science	Current discipline	27927gnrx228x3	2019/14/19 01:13
Religion	Current discipline	27927gnrx228x4	2019/14/19 01:13
Biological Sciences	Current discipline	27927gnrx228x5	2019/14/19 01:13
Latin American Studies	Current discipline	27927gnrx228x6	2019/14/19 01:13
Asian Studies	Current discipline	27927gnrx228x7	2019/14/19 01:13
Mathematics	Current discipline	27927gnrx228x8	2019/14/19 01:13
Law	Current discipline	27927gnrx228x9	2019/14/19 01:13
Philosophy	Current discipline	27927gnrx228x0	2019/14/19 01:13
Anthropology	Current discipline	27927gnrx228x1	2019/14/19 01:13
Ecology & Evolutionary Biology	Current discipline	27927gnrx228x2	2019/14/19 01:13
Statistics	Current discipline	27927gnrx228x3	2019/14/19 01:13
Health Sciences	Current discipline	27927gnrx228x4	2019/14/19 01:13
Geography	Current discipline	27927gnrx228x5	2019/14/19 01:13
American Indian Studies	Current discipline	27927gnrx228x6	2019/14/19 01:13
Finance	Current discipline	27927gnrx228x7	2019/14/19 01:13
Developmental & Cell Biology	Current discipline	27927gnrx228x8	2019/14/19 01:13
African Studies	Current discipline	27927gnrx228x9	2019/14/19 01:13

Disciplines are organized by type—current and future. Current disciplines are already being used in JSTOR. Future disciplines are those that are being considered for future use. You can use the Type filtering field to filter on one type or the other, as shown:



BULK OPERATION: You can change the Type associated with multiple disciplines at once if you select them using the checkbox in the leftmost column of the Discipline List screen and then select Type from the Bulk Operations drop-down list. However, when you perform a “bulk” type change, you must assign the same type to every discipline record you have selected.

Viewing a List of Sets Associated with a Discipline

To view a list of sets associated with a particular discipline:

- From the Disciplines List screen, click the discipline whose sets you wish to view.

The Disciplines Record screen displays with the Disciplines Information internal tab displayed.

The screenshot shows the Disciplines Record screen. On the left, there is a sidebar with 'Public Policy & Administration' information: Record Type: Disciplines, ID: 27927/grch2232t, and Type: Current discipline. The main area has a tab bar with 'Collections', 'Sets', 'Components', 'Publishers', 'Contracts', 'Orders', 'Shipments', and 'Disciplines'. The 'Disciplines' tab is active. Below the tabs, there are three internal tabs: 'Disciplines Information', 'Sets in Disciplines', and 'Cmpts in Disciplines'. The 'Sets in Disciplines' tab is highlighted with a red box. Orange lines with labels point to these areas: 'Discipline Information internal tab' points to the sidebar, 'Sets in Discipline internal tab' points to the 'Sets in Disciplines' tab, and 'Cmpts in Discipline internal tab' points to the 'Cmpts in Disciplines' tab.

- Click the Sets in Disciplines internal tab to display a list of only those sets that are associated with this discipline.

Following is a partial example of the contents on the Sets in Disciplines internal tab including only a few of the many sets that are displayed when you selected the Public Policy & Administration discipline from the Disciplines List screen.

Sets in Discipline internal tab

Click on any set in the list to go to its Set Record screen

ID	Name	Lifecycle	Date Range	Volume Range	Title History	Release Date	Participation Date	Wall	Collections	Disciplines
27927/grnch22kddj	Publics	Released	1971-	Vol. 1-	Completed	2006/04/14	2005/05/10	Moving (at 5 year delay, display through 2004)	Arts & Sciences IV Collection, Public Library I Administration	Political Science (1); Public Policy & Administration (2)
27927/grnch231d2r	New Labor Forum	Released	Fall 1997-	No. 1-	Completed	2010/10/07	2009/08/01	Moving (at 3 year delay, display through 2006)	Arts & Sciences IX Collection, Public Library I Administration	Political Science (1); Economics (2); Public Policy & Administration (3)
27927/grnch22p3tz	Canadian Public policy/Analyse de Politiques	Released	Winter 1975-	Vol. 1-	Completed	2006/10/18	2006/01/25	Moving (at 1 year delay, display through 2008)	Arts & Sciences VII Collection, Business II Collection, Corporate & For Profit Access Initiative Collection, Public Library I Collection	Economics (1); Business (2); Public Policy & Administration (3)
27927/grnch22x0h	Town Planning Review	Released	1910-	Volume 1, no. 1-	Completed	2009/08/21	2006/05/09	Moving (at 5 year delay, display through 2004)	Arts & Sciences VI Collection, Public Library I Collection	Public Policy & Administration (1)
27927/grnch22t606	Policy Sciences	Released	Spr. 1970-	Vol. 1-	Completed	2009/01/22	2007/08/01	Moving (at 3 year delay, display through	Arts & Sciences VI Collection, Public Library I Collection	Political Science (1); Public Policy & Administration (2)

Clicking on any set in the Sets for This Discipline list will display the associated set's Set Record screen.

Another method is available for viewing a list of sets associated with a particular discipline. It involves starting from the Sets List screen, instead of the Discipline List screen. From the Sets List screen, use the "Filter..." link under the Disciplines column heading to display a pop-up window listing disciplines you can select for narrowing the Sets List. For example, you can select "Economics" from the pop-up list of disciplines to display a Sets List screen that only contains sets that are associated with the discipline of economics.

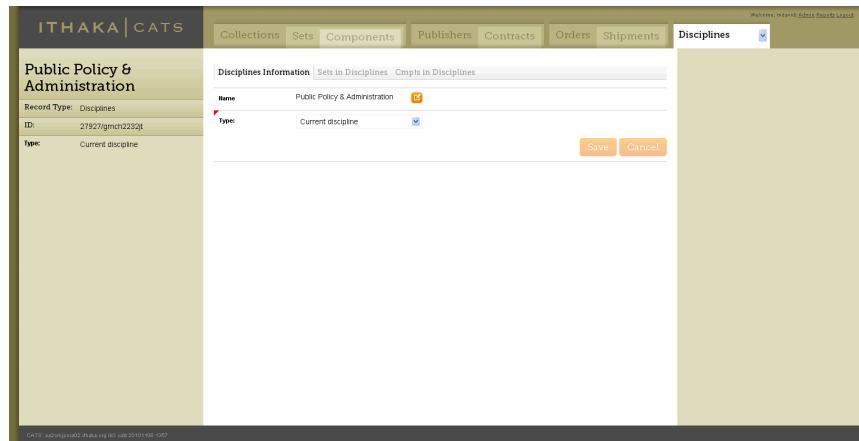


Viewing a List of Components Associated with a Discipline

To view a list of components associated with a particular discipline:

- From the Disciplines List screen, click the discipline whose components you wish to view.

The Disciplines Record screen displays with the Disciplines Information internal tab displayed, as shown:



- Click the Cmpts in Disciplines internal tab to display a list of only those components that are associated with this discipline.

Following is sample of the Cmpts In Disciplines tab displayed when you select Economics from the Disciplines List screen.

Click the Cmpts in Disciplines internal tab to see what components are associated with the discipline

Click on any component in the list to go to that Component's Record screen

ID	Name	Lifecycle	Sets	Date Range	PU Range	Prod. Status	Licensors	Rights Exclusion	Collections	Disciplines	Print ISSN	LTM	Job
27927/dcs26n9zr	Test - Component	New	Test - Component			New	No			Bibliography, 1345-247X African Studies; Linguistics; History; British Studies; African American Studies; Engineering			
27927/dcs26hcnt	harish component	New	Revue d'histoire littéraire de la France			New	No			Linguistics; History; British Studies; African American Studies; Engineering	7656-564X		



Another method is available for viewing a list of components within a discipline. It involves starting from the Components List screen, instead of the Discipline List screen. From the Components List screen, use the blank field under the Disciplines column heading to type in a discipline or partial discipline name. Press Enter to display a Components List screen that only contains components that are associated with the discipline(s) that match the value you typed into the Disciplines column field.

Creating a New Discipline

CD Negotiations is responsible for creating new disciplines.

To create a new discipline:

1. Log in to CATS.
2. From the More Options global tab, select Disciplines.

A Disciplines List screen is displayed, as shown:

The screenshot shows the 'Disciplines (56)' list screen. At the top, there are tabs for Collections, Sets, Components, Publishers, Contracts, Orders, Shipments, and More Options. The More Options tab is selected. Below the tabs is a search bar and a 'Create Disciplines' button. The main area is a table with columns: Name, Type, ID, and Date Modified. The table lists various disciplines like Heron Disciplines, Fury, Philosophy, Ethics, Engineering, Communication Studies, etc. The 'Create Disciplines' button is highlighted with a red arrow.

Name	Type	ID	Date Modified
Heron Disciplines	Future discipline	27927grnh2095x	2010/1/1 11:24:39
Fury	Future discipline	27927grnh2095g	2010/1/6 16:15:50
Philosophy	Future discipline	27927grnh221d0	2010/1/6 12:15:40
Ethics	Current discipline	27927grnh2220g	2010/1/6 19:01:14
Engineering	Current discipline	27927grnh2220m	2010/1/6 19:01:14
Communication Studies	Current discipline	27927grnh2230k	2010/1/6 19:01:14
Public Policy & Administration	Current discipline	27927grnh2232g	2010/1/6 19:01:14
Classical Studies	Current discipline	27927grnh2232h	2010/1/6 19:01:13
Library Science	Current discipline	27927grnh2232p	2010/1/6 19:01:13
Religion	Current discipline	27927grnh2232f	2010/1/6 19:01:13
Biological Sciences	Current discipline	27927grnh2232o	2010/1/6 19:01:13
Latin American Studies	Current discipline	27927grnh2232c	2010/1/6 19:01:13
Asian Studies	Current discipline	27927grnh2232n	2010/1/6 19:01:13
Mathematics	Current discipline	27927grnh2232q	2010/1/6 19:01:13
Law	Current discipline	27927grnh2232a	2010/1/6 19:01:13
Philosophy	Current discipline	27927grnh2232v	2010/1/6 19:01:13
Anthropology	Current discipline	27927grnh2233g	2010/1/6 19:01:13
Biology & Evolutionary Biology	Current discipline	27927grnh2235g	2010/1/6 19:01:13
Statistics	Current discipline	27927grnh2232b	2010/1/6 19:01:13
Health Sciences	Current discipline	27927grnh2232n	2010/1/6 19:01:13
Geography	Current discipline	27927grnh22323	2010/1/6 19:01:13
American Indian Studies	Current discipline	27927grnh2232l	2010/1/6 19:01:13
Finance	Current discipline	27927grnh22320	2010/1/6 19:01:13
Developmental & Cell Biology	Current discipline	27927grnh2231x	2010/1/6 19:01:13
African Studies	Current discipline	27927grnh2231w	2010/1/6 19:01:13

3. Click on the **Create Disciplines** button on the far right-hand side of the screen.

The Create Disciplines wizard is launched displaying a screen for assigning a name and type to the discipline, as shown:

Create Disciplines

1. Change 2. Addition

Enter the new value to apply to the publisher record.

Name

Type

None...
Future discipline
Current discipline

4. In the Name field, type a unique name for the new discipline.
5. In the Type field, use the drop-down list to indicate if this discipline is for current use or future use, and then click **Save**.
6. On the results screen, click **Finish**.

Within seconds, the Disciplines List screen is refreshed and the new discipline is visible in the list.

Changing the Discipline(s) Assigned to a Component

CD Negotiations is the group responsible for changing the disciplines assigned to a component. In doing so, they can remove or rearrange the order of disciplines assigned.



With the introduction of CATS, the responsibility for changing discipline assignments has moved from Librarians to CD Negotiations.

To change the discipline(s) assigned to an existing component:

1. Log in to CATS
2. Click the Components global tab to display a Components List screen.
3. Use the filter/sort fields to narrow the list of components and then click on the one for which you wish to change the discipline assignment.

The associated Components Record screen will be displayed, as shown:

The Discipline field

- Click the edit icon in the Discipline field that appears in the badge area of the screen.

An Edit Disciplines wizard launches. After continuing past the permissions screen, the following wizard screen appears for adding/removing disciplines assigned to this component, as shown:

Buttons for copying / removing disciplines

Edit Disciplines

All Other Disciplines

Education	Currentdiscipline
Engineering	Currentdiscipline
Ethics	Currentdiscipline
Feminist & Women's Studies	Currentdiscipline
Film Studies	Currentdiscipline
Finance	Currentdiscipline
Folklore	Currentdiscipline
General Science	Currentdiscipline
Geography	Currentdiscipline
Health Policy	Currentdiscipline
Health Sciences	Currentdiscipline
History	Currentdiscipline
History of Science & Technology	Currentdiscipline

Current Disciplines

Economics	Currentdiscipline
Business	Currentdiscipline

Buttons for copying / removing disciplines

1. Permissions 2. Change 3. Results

Copy all **Copy** **Remove** **Remove All**

First **Up** **Down** **Last**

Quit **Save**

- To copy an available discipline from the list of All Other Disciplines to the list of Current Disciplines, choose one of the selections in the All Other Disciplines column and then click the **Copy** button. That discipline will now appear in the Current Disciplines column.

The following example shows the Edit Disciplines window after “Finance” was copied from the All Other Disciplines column to the Current Disciplines column:

Buttons for reorganizing the order of the Current Disciplines

Edit Disciplines

All Other Disciplines

Education	Currentdiscipline
Engineering	Currentdiscipline
Ethics	Currentdiscipline
Feminist & Women's Studies	Currentdiscipline
Film Studies	Currentdiscipline
General Science	Currentdiscipline
Geography	Currentdiscipline
Health Policy	Currentdiscipline
Health Sciences	Currentdiscipline
History	Currentdiscipline
History of Science & Technology	Currentdiscipline

Current Disciplines

Economics	Currentdiscipline
Business	Currentdiscipline
Finance	Currentdiscipline

Buttons for reorganizing the order of the Current Disciplines

Copy all **Copy** **Remove** **Remove All**

First **Up** **Down** **Last**

Finance has been copied to the Current Disciplines column for this component

Quit **Save**

Sometimes it is easier to copy All Other Disciplines to the list of Current Disciplines. To do this, simply click the **Copy All** button that appears between the two columns of disciplines.

- To remove a discipline from the list of Current Disciplines, choose one of the selections in the Current Disciplines column and then click the **Remove** button.



Sometimes it is easier to remove all the disciplines from the list of Current Disciplines. To do this, simply click the **Remove All** button that appears between the two columns.

5. After making your changes to the list of current disciplines for this component, click **Save**.

A Results screen will be displayed, then the wizard returns you to the Components Record screen. This screen is refreshed to show the most recent changes you made to the disciplines for this component, as shown:

The Discipline field reflects the new addition of "Finance"

This screenshot shows the 'Components' tab selected in the top navigation bar. The main content area displays the record for 'American Economic Journal: Applied Economics'. On the left, there's a sidebar with various fields like 'Record Type', 'Child of', 'ID', 'Lifecycle', 'Title Relationships', 'Collections', 'Disciplines', 'Participation Date', 'Licensee', 'Publisher', 'Rights Exchanges', 'Riders', 'Production Status', 'CIL Release Status', 'Release Date Acct', 'Print ISSN', 'LTM Journal ID', 'LTM Journal Code', 'Grant Code', and 'On Hold'. The 'Disciplines' field is highlighted with a red box and contains the values 'Economics, Business, Finance' and 'Finance'. The right side of the screen shows detailed information for the journal, including sections for 'Title History', 'Rights', 'Acquisition', 'Check-In Source', 'Digitization', 'Repository', and 'Audit'. It also includes fields for 'OCLC Number', 'Extent (Pub Units)', 'Start Year', 'Extent (Dates)', 'Estimated Start Date', 'Estimated End Date', 'LTM Journal ID', 'LTM Journal Code', 'ISBN Status', 'ISBN Request Note', and 'ISBN Note'. At the bottom right, there are 'Save' and 'Cancel' buttons. Below the main form, a section titled 'Title Relationships for this Component (0)' with a 'Add Title Relationship' link is visible.

BULK OPERATION: You can modify the discipline assignments for multiple components at one time by using a bulk operation. After selecting the specific records you wish to update on the Components List screen (or in the “Components in this Set” list on the Set Record or any other list of components), select Edit Disciplines from the Bulk Operations drop-down listbox to launch the Edit Disciplines wizard. Note, however, that if you are adding a discipline to a group of components, you will only be able to reorder disciplines for the group if *all* of the components selected for the bulk operation start with the same disciplines in the same order. If the components start with different disciplines or if the disciplines appear in a different order, you will only be able to add a new discipline as the last discipline for the selected components.



Deleting a Discipline in CATS

If a discipline will no longer be used in CATS, you can file a CM Tracker JIRA ticket (at <http://discrepancy.jstor.org>) to request that it be deleted from the system.

CHAPTER 3:

Sets, Components, and Title Histories

The Content Development Negotiations team adds journals to CATS, usually in batches of dozens of journals. Content Development also requests title histories when it begins seriously considering the journals for inclusion in JSTOR. After librarians research title histories, they are responsible for correcting information entered by Content Development and adding additional information about the journals. This chapter presents the tasks associated with creating new sets and components and working with title histories within CATS.

Look in this chapter for details on how to accomplish the following tasks:

- Viewing existing sets
- Creating a set and its first component
- Updating a component's selection status
- Updating a set's title history status
- Requesting a batch of title histories
- Assigning title histories to individual librarians
- Viewing title history assignments
- Inputting title history information
- Adding components to a set

Overview of Responsibilities

The responsibility for creating new sets is shared among multiple teams at ITHAKA. When creating sets in CATS, you complete a short wizard to create a skeleton record for the set and one of its components. Because so many different teams create sets at different times, very little information is required to create a set. The rule of thumb is to enter as much information as you know at the time.

In addition to creating sets, different teams have different follow up responsibilities that the Add Set wizard doesn't accomplish. Most of these responsibilities are listed in the chapter introduction and explained later on in the chapter.

Following are the responsibilities, by team, for creating a new set and the required follow-up activities:

- Content Development usually creates sets before requesting title histories. After creating a skeleton set record, they are also responsible for the following:
 - Setting the selection status to "Review Started" for the component
 - Requesting the title history
 - Assign the discipline, which is optional
- Librarians create sets for related titles discovered while researching the title history. After creating a skeleton set record, they are also responsible for the following:
 - Filling out additional information about the set and its first component
 - Adding any additional components to the new set and adding additional information to the components
 - Adding title relationships
- Acquisitions creates sets when ITHAKA accepts donations or makes purchases that include sets not already in CATS. After creating a skeleton set record, Acquisitions is also responsible for the following:
 - Adding additional components to the set, if they know of any
 - Adding any title relationships they know of
 - Adding any additional information they can discern from the source material, especially information that will be helpful to Content Development and Librarians in finding other records of this journal. The ISSN and current publisher are two typical examples.
- Inventory creates sets when ITHAKA receives unsolicited source materials for sets that are not already in CATS. Just like Acquisitions, after creating a skeleton set record, Inventory team members are also responsible for the following:
 - Adding additional components to the set, if they know of any
 - Adding any title relationships they know of
 - Adding any additional information they can discern from the source material, especially information that will be helpful to Content Development and Librarians in finding other records of this journal. The ISSN and current publisher are two typical examples.



Members of the Inventory and Acquisitions teams shouldn't worry about adding set or component information they're not completely certain of at the time they create a set. Later, if Content Development becomes interested in targeting that journal for inclusion in JSTOR, the Content Development person will request a title history and Librarians will verify and/or correct set/component information entered by members of the Inventory and Acquisitions teams.

Viewing Existing Sets

Many journals have already been created as existing sets and components in CATS. Before creating a new set, you'll want to verify that the set does not already exist in CATS. As with many of the entities in CATS, two views are available for sets—a list view and a record view. This section explains how to view an existing set list in CATS as well as the set records associated with a set in the list.

To view a complete list of the sets already created in CATS, do the following:

1. Log in to CATS
2. Click on the Sets global tab.

A Sets List screen like the following is displayed:

Sets global tab

Sort & Filter row

The list of sets in CATS

Buttons for paging through the Sets list

Name	Status	Start Date	End Date	Notes
Curriculum Inquiry	Released	1960-	Nov. 1997, Vol. 1-	Completed 06/05/2004 12/02/2005 Moving (at 3 year delay, display through 2004)
Western Folklore	Released	Jan. 1942-	Vol. 1, no. 1-	Completed 08/14/2005 01/13/2005 Moving (at 5 year delay, display through 2005)
Journal of Folklore Research	Released	June 1942-	[Vol. 1], no. 1-	Completed 04/19/2007 07/01/2006 Moving (at 3 year delay, display through 2006)
Journal of the American Academy of Religion	Released	Oct. 1917-	Vol. 1-	Completed 08/19/2005 10/01/2003 Fixed (at 2000-01-01) Arts & Sciences V Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection
The Christian Scholar	New	-	-	Requested Fixed (at 2000-01-01)
Soundings	New	-	-	Requested Fixed (at 2000-01-01)
International Journal of Public Administration	Review-Started	1979-	Vol. 1, no. 1-	Completed
American Journal of Religion	New	-	-	Requested Fixed (at 2000-01-01)
JAA: Theoretical Studies	New	-	-	Requested Fixed (at 2000-01-01)
American Indian Law Review	Released	Winter 1973-	Vol. 1-	Completed 01/22/2009 04/04/2008 Moving (at 1 year delay, display through 2008)
Social Science History	Released	Fall 1975-	Vol. 1-	Completed 06/09/2004 12/02/2003 Fixed (at 2000-01-01) Arts & Sciences VI Collection, Public Library Collection
Jewish Quarterly Review	Released	1888-1908, 1910-	Vol. 1-20, N.S. Vol. 1, no. 1-	Completed 11/13/2005 10/02/2003 Moving (at 4 year delay, display through 2003)
American Indian Quarterly	Released	1974-	Vol. 1, no. 1-	Completed 07/14/2004 01/02/2004 Moving (at 5 year delay, display through 2004)
Canadian Journal of Native Studies	Review-Started	1981-	Vol. 1, no. 1-	Completed
International Journal of American Linguistics	Released	1917-	Vol. 1, no. 1-	Completed 11/03/2004 11/01/2003 Moving (at 5 year delay, display through 2003)
Publications in Anthropology and Linguistics	New	-	-	Requested Moving (at 5 year delay, display through 2004)
Publication Number of the Indiana University Research Center on Folklore and Linguistics	New	-	-	New Moving (at 5 year delay, display through 2004) Arts & Sciences 1 Million, Arts & Sciences VI Collection
TESOL Quarterly	Released	1967-	vol. 1-	Completed 11/09/2006 06/16/2006 Moving (at 4 year delay, display through 2006)
Review of Research in Education	Released	1973-	1-	Completed 06/09/2004 08/04/2003 Moving (at 3 year delay, display through 2003)
Supreme Court Economic Review	Released	1980-	1-	Completed 05/12/2004 08/08/2003 Moving (at 5 year delay, display through 2003) Arts & Sciences VI Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection
Bilingualism/Bilingual Education Forum	Released	1992-	Vol. 1 -	Completed 10/08/2003 07/14/2002 Moving (at 5 year delay, display through 2004) Arts & Sciences II Collection, Corporate & For-Profit Access Initiative Collection, Music Collection, Public Library Collection
British Journal of Educational Technology	Review-Started	1970-	vol. 1-	Requested
Transactions of the Gruber Society	Released	1915-1959	vol. 1-14	Completed 02/11/2004 07/25/2002 Arts & Sciences VI Collection
Journal of Social History	Released	Fall 1957-	Vol. 1-	Completed 03/14/2007 08/04/2005 Moving (at 5 year delay, display through 2005)
Social History	Released	Jan. 1975-	Vol. 1-	Completed 01/19/2008 03/19/2005 Moving (at 2 year delay, display through 2002) Arts & Sciences VI Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection

Multiple skins are available from the Sets list, including the following:



- Default skin
- Title History Queue skin
- CD skin
- Abbreviated skin
- Programs and Services skin

3. Use the column headers and the blank fields at the top of the columns in the Sets List screen for sorting and filtering, respectively.

- To toggle the sort order of the sets, click the heading of the particular column you're interested in sorting on.
- To filter for a particular set, type the filter criteria into the particular field you're filtering on and then press Enter. For example, type *African* in the Name field and then press Enter to display only those sets containing African in the Set Name.

Sets (5) Default Skin

Set Name	Lifecycle	Extent (Dates)	Extent (Pub. Units)	Title History
folklore	Released	Filter...		None.

Viewing a Set Record

From the Sets List screen, you can select a set for viewing the record-level data associated with it.

To view a set record:

1. Using the Set List screen, locate the set whose record you'd like to view.
2. Click anywhere on the line of data that corresponds to that set.

The Set Record screen will be displayed for that particular set, as shown, with three internal tabs in the main panel. The default view in the main panel is on the Title History internal tab.

Western Folklore

Internal tabs for viewing different kinds of information associated within this set

Title History Rights Acquisitions Check-In Source Digitization Wall Legacy Audit

Save **Cancel**

Components in this Set (2)

Name	Subtype	Is Recyclable	Is Recommended	Extent (Pub. Units)	Extent (Dates)	Start Year	Print ISSN	EDITION	ISBN	OCULN
27927/grnch22a03x	Caroline Folklife Quarterly	Released	Yes	Vol. 5, no. 1-5,	Jan. 1942-Dec. 1946	1946	1558-1263	Migrated	null	
27927/grnch22ewer	Caroline Folklife Quarterly	Released		Vol. 6, no. 1-	Jan. 1947-	1947	0045-372X	Migrated	null	

Related Components (0)

Add Set **Add Component**

Notes Newest First Oldest First

Tags

Needed Source: Western Folklore
No needed source
by JEFFREY ALPERIN at 2018-11-04 18:22:01

3. Review the shaded badge area, on the left-hand side of the CATS screen, for high level information pertaining to that set.
4. Review the shaded area on the right-hand side of the CATS screen for any tags or notes that have been created for this set.

Following are examples of these two areas of the screen:

The screenshot displays the ITHAKA | CATS interface. On the left, a detailed title record for "Western Folklore" is shown, listing various metadata fields such as Record Type, ID, Lifecycle, Current Title, Collections, Disciplines, Participation Date, Licensor, Publisher, Riders, Wall, Production Status, CIL Release Status, SIG Author, Release Date, and On Hold. Each field has an associated edit icon (pencil symbol) to its right. A vertical orange line highlights the right side of the title record, where three annotations are placed:

- High-level "badge" information about the set**: Points to the top section of the annotation area.
- Tags & Notes in the Annotation area**: Points to the "Tags" and "Notes" sections.
- Edit icons indicate that this information can be updated**: Points to the edit icons on the right side of the title record table.

On the right, the annotation area is expanded. It includes a "More Options" dropdown, a "Needed Source" section (listing "Western Folklore" and "No needed source" with a migration note), a "Tags" section with an "Edit" button, a "Notes" section with "Newest First" and "Oldest First" buttons, and an "Add Note" button. An orange box surrounds the "Tags" and "Notes" sections, and another orange line points to the "Edit" button in the "Tags" section.

Viewing Title History Information for the Set

5. Click on the Title History internal tab to see the title history information associated with this set, as shown:

The screenshot shows the 'Title History' internal tab selected in the top navigation bar. The main panel displays various fields for entering title history information, such as 'Title History Status' (Completed), 'Extent (Dates)' (Jan. 1942-), 'Extent (Pub. Units)' (Vol. 1, no. 1-), 'Frequency' (Blank), 'Publishing Status' (Unknown), 'Publisher (circa Title History)' (Blank), 'Publisher's Current Content Online' (Unknown), 'Publisher's Online Content Note' (Blank), 'OCLC Libraries Holding This Record' (Blank), 'Languages' (Blank), 'Book Reviews' (Unknown), 'Illustrations' (Unknown), 'Version Consulted' (Migrated as Null), 'Page Count Est.' (Blank), 'Page Count Based On' (None...), 'Negotiator' (Choose...), 'Author' (Choose...), and 'Date Completed' (0001/01/01). At the bottom right are 'Save' and 'Cancel' buttons.

At the bottom of the Title History internal tab page in the main panel, you can view lists of the following, if they apply:

- Components for this set
- Related components

Viewing Rights Information for the Set

6. Click on the Rights internal tab to see the associated information for this set, as shown:

The screenshot shows the 'Rights' internal tab page. It includes fields for 'Signing Deadline' (with a calendar icon), 'Negotiator' (with a dropdown menu), 'Title History Status' (set to 'Completed' with a checkbox), 'Page Count Est.' (showing '23970'), 'Page Count Based On' (set to 'Migrated as Null' with a dropdown menu), and 'Acquisition Kick-Off' (with a large text input field). At the bottom are 'Save' and 'Cancel' buttons.

At the bottom of the Rights internal tab page in the main panel, you can view lists of the following, if they apply:

- Components for this set
- Related components
- Contract details for this set
- Invitations for this set

Viewing Acquisition Information for the Set

7. Click on the Acquisitions internal tab to see the associated information for this set, as shown:

The screenshot shows the 'Acquisitions' internal tab page. It includes fields for 'Title History Status' (set to 'Completed' with a checkbox), 'Extent (Dates)' (showing 'Jan. 1942-'), 'Page Count Est.', 'Frequency', 'OCLC Libraries Holding This Record', 'Illustrations' (set to 'Unknown' with a dropdown menu), 'Acquisition Kick-Off' (with a large text input field), 'Acquisition Contact' (with a large text input field), 'Extent (Pub. Units)' (showing 'Vol. 1, no. 1-'), 'Initial Digitization Required' (set to 'Migrated as Null' with a checkbox), 'Initial Digitization Range' (set to 'Migrated as Null'), 'Final Pub. Unit to Scan' (set to 'Migrated as Null'), 'Ongoing Digitization' (set to 'Yes' with a checkbox), and 'Reason No Ongoing Digitization' (set to 'None...' with a dropdown menu). At the bottom are 'Save' and 'Cancel' buttons.

At the bottom of the Acquisitions internal tab page in the main panel, you can view lists of the following, if they apply:

- Components for this set
- Related components
- Orders for this set
- Shipments for this set

Viewing Check-In Source for the Set

8. Click on the Check-In Source internal tab to see the associated information for this set, as shown:

Title History Rights Acquisitions		Check-In Source	Digitization Wall Legacy Audit		
Title History Status	Completed	<input checked="" type="checkbox"/>	Final Pub. Unit to Scan	Migrated as Null	
Initial Digitization Required	Migrated as Null	<input checked="" type="checkbox"/>	Ongoing Digitization	Yes	
Initial Digitization Range	Migrated as Null		Frequency		
			Publishing Status	Unknown	
				<input checked="" type="checkbox"/>	
				<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

At the bottom of the Check-In Source internal tab page in the main panel, you can view lists of the following, if they apply:

- Orders for this set
- Shipments for this set

Viewing Digitization Information for the Set

9. Click on the Digitization internal tab to see the associated information for this set, as shown:

Title History Rights Acquisitions Check-In Source		Digitization	Wall Legacy Audit	
Release Deadline		Frequency		
Title History Status	Completed	<input checked="" type="checkbox"/>	Publishing Status	Unknown
Initial Digitization Required	Migrated as Null	<input checked="" type="checkbox"/>	Page Count Est.	23970
Initial Digitization Range	Migrated as Null		Revised Page Count Est.	22296
Final Pub. Unit to Scan	Migrated as Null		Page Count Based On	Migrated as Null
Reason No Ongoing Digitization	None...	<input type="button" value="▼"/>	Languages	
Extent (Pub. Units)	Vol. 1, no. 1-		Book Reviews	Unknown
Extent (Dates)	Jan. 1942-		Illustrations	Unknown
				<input type="button" value="Save"/> <input type="button" value="Cancel"/>

At the bottom of the Digitization internal tab page in the main panel, you can view lists of the following, if they apply:

- Components for this set
- Related components

Viewing Wall Information for the Set

10. Click on the Wall internal tab to see the associated information for this set, as shown:

Title History Rights Acquisitions Check-In Source Digitization		Wall	Legacy Audit
Initial Digitization Required	Migrated as Null	<input checked="" type="checkbox"/>	Ongoing Digitization Yes <input checked="" type="checkbox"/>
Initial Digitization Range	Migrated as Null		Reason No Ongoing Digitization None... <input type="button" value="▼"/>
Final Pub. Unit to Scan	Migrated as Null		Publishing Status Unknown <input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

At the bottom of the Wall internal tab page in the main panel, you can view lists of the following, if they apply:

- Wall details for this set
- Wall overrides for this set
- Moving wall flips for this set

Viewing Legacy Information for the Set

11. Click on the Legacy internal tab to see the associated information for this set, as shown:

Title History Rights Acquisitions Check-In Source Digitization Wall		Legacy	Audit
Legacy Content Development Note	Part of the Folklore Journals Shared Access SK 3.27.06. Added 01.31.05 -sg	Legacy Title History Note	Current publisher = California Folklore Society. Includes book reviews. (KS 7/8/03)
Legacy Old Agreement Date	8/23/2010	Legacy Wall Change Note	
Legacy Source Sent to HCL	63-67 -- SENT BY APEX --11/17/2009	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



If any of the information on the Legacy internal tab is important, you may want to include it in the annotations area on the righthand side of the screen, so it's visible regardless of which internal tab you are viewing. To make it visible, copy the information, create a new note, and paste the information into the note.

Viewing Audit Information for the Set

12. Click on the Audit internal tab to see the associated information for this set, as shown:

Title History Rights Acquisitions Check-In Source Digitization Wall Legacy		Audit
Creator	Migration	Title History Assigned By
Date Created	8/23/2010	Title History Assigned 1/1/0001
Negotiator		Title History Author
Title History Requested By		Date Completed 1/1/0001
Title History Requested Date	1/1/0001	

Save Cancel

Creating a Set and Its First Component

When you create a set, you complete a short wizard to create a skeleton record for the set and one of its components. Because so many different teams create sets at different times, very little information is required to create a set. The rule of thumb is to enter as much information as you know at the time.

The responsibility for creating sets is shared among multiple teams at ITHAKA.

- Content Development usually creates sets before requesting title histories. After creating a skeleton set record, they are also responsible for the following:
 - Setting the selection status to "Review Started" for the component
 - Requesting the title history
 - Adding the discipline, which is optional
- Librarians create sets for related titles discovered while researching the title history. After creating a skeleton set record, they are also responsible for the following:
 - Filling out additional information about the set and its first component
 - Adding any additional components to the new set and adding additional information to the components

- Adding title relationships
- Acquisitions creates sets when ITHAKA accepts donations or makes purchases that include sets not already in CATS. After creating a skeleton set record, Acquisitions is also responsible for the following:
 - Adding additional components to the set, if they know of any
 - Adding any title relationships they know of
 - Adding any additional information they can discern from the source material, especially information that will be helpful to Content Development and Librarians in finding other records of this journal. The ISSN and current publisher are two typical examples.
- Inventory creates sets when ITHAKA receives unsolicited source materials for sets that are not already in CATS. Just like Acquisitions, after creating a skeleton set record, Inventory team members are also responsible for the following:
 - Adding additional components to the set, if they know of any
 - Adding any title relationships they know of
 - Adding any additional information they can discern from the source material, especially information that will be helpful to Content Development and Librarians in finding other records of this journal. The ISSN and current publisher are two typical examples.



Members of the Inventory and Acquisitions teams shouldn't worry about adding set or component information they're not completely certain of at the time they create a set. Later, if Content Development becomes interested in targeting that journal for inclusion in JSTOR, the Content Development person will request a title history and Librarians will verify and/or correct set/component information entered by members of the Inventory and Acquisitions teams.

To begin the process of creating a new set, you start from the Sets List screen:

The screenshot shows the 'Sets List' screen with a grid of 4152 sets. The columns include Set Name, Lifecycle, Extent (Dates), Extent (Pub. Units), Title History Status, Release Date Actual, Participation Date, Web Value, Collections, Disciplines, On Hold, ID, and Date Modified. A red box highlights the 'Add Set' button in the top right corner of the header bar.

- From the Sets List screen, click the **Add Set** button, which is located on the right-hand side of the screen.

An Add Set wizard launches, displaying a window for typing in pertinent name information for the new set and its skeleton component.

Check for Duplicates button

The screenshot shows the 'Add Set' interface. At the top, there are three tabs: '1. Name' (which is active and highlighted in yellow), '2. Info', and '3. Results'. Below the tabs, there's a section titled 'Info' with a pencil icon. It has fields for 'Initial Article' and 'Name'. A red arrow points from the text 'Check for Duplicates button' to the 'Check for Duplicates' button, which is located to the right of the 'Name' input field. The 'Name' input field is also outlined in red. There's a note above the 'Name' field: 'You must enter a name for the set and its current title component.' Examples provided are 'the, a, la, el'. Below the input fields are 'Subtitle' and 'Quit' buttons.

2. If the journal title begins with an article like “the,” “a,” or “an,” type the article into the Initial Article field.
3. In the Name field, type the name of the journal.

This name will be applied to both the set and a skeleton component.

4. Click the Check for Duplicates button.

If there is no other set or component with that title, the following message will be displayed at the bottom of the wizard window:



If a set or component in CATS has the same name as the name you are assigning, the following message will be displayed at the bottom of the wizard window:

A screenshot of a wizard window showing a warning icon and the message "1 components share this name. Click Continue if you want to make the duplicate." in a yellow gradient bar. Below this is a table with columns: Lifecycle, Production Status, Set Name, Component Name, Extent (Pub Units), Extent (Dates), Print ISSN, and Publishers. The table shows one row of data: Released, Released, Western Folklore, Western Folklore, Vol. 6, no. 1-, Jan. 1947-, 0043-373X, and Western States Folklore Society (Licensor).



Even when a duplicate exists in the system you can still create a set/component with the same title; however, there are very few circumstances under which you'd want to do that.

5. In the Subtitle field, type the subtitle, if the journal has one, then click **Continue**.

Another wizard screen displays, looking for additional information about the set and the component, as shown:

Publisher of the set

The Start Year and Print ISSN for the component

Additional Set Info

Name: The Debater Resolution Building Debate Champions

Publisher: [Empty text input field]

Component Info

Start Year: [Empty text input field]

Print ISSN: [Empty text input field]

Save

6. If you know the Publisher of the set, and/or the Start Year and Print ISSN for the first component in the set, type this information in the Add Set wizard screen. Then click **Save**.



Instead of typing in the Start Year, you can click the calendar icon and select a date from the pop-up.

A Results window is displayed recapping the set and component information you just provided, as shown:

Sets (1)

Set Name	Lifecycle	Start Year	Publisher (Circa History)	Title History Status
Debater Resolution	New	1976	Library of Essex	New

Components (1)

Sets	Component Name	Lifecycle	Selection Status	Production Status	Start Year	Print ISSN	ISSN Request Status
Debater Resolution	Debater Resolution	New	New	New	1976	4725-431	

Return

7. Review the information, then click **Return**.

The system returns you to the Sets List screen, which refreshes to show the new set you just created at the top of the list.

Providing Additional Information about the First Set and Its Component

Now that the first set and its skeleton component have been created, you can use the Set Record screen and the Component Record screen to provide any additional information you have about the set and the component.

Providing Additional Set Information

As an FYI, keep in mind that each set uses the name of its current title component as its name; when you change the name of the current title at the component level or change which component is the current title, the set name changes automatically.

To add available information about the set:

- From the Set List screen, click on the new set record.

The Set Record screen is displayed, defaulting to the Title History internal tab, as shown:

Components in this Set (1)	
<input type="checkbox"/>	Name: Debater Resolution Subtitle: Debater Resolution Lifecycle: New Current Title: Debater Resolution Collection: Debater Resolution Discipline: Debater Resolution Participation Date: Debater Resolution Licensing: Debater Resolution Publisher: Library of Essex Rate: Debater Resolution Walt: Debater Resolution Production Status: New CR Release Status: Not Set SIS Author: Debater Resolution Release Date: Debater Resolution On Hold: No
Bulk Operations: <input type="checkbox"/> Add Component	

- Using the field guidelines below and the available information you have about the set, fill in whatever fields you can in the main panel of the Set Record screen.



A few of these fields may have information in them that was provided when the set was created. You can overwrite this information if you have newer, more accurate information.

- Publisher (circa Title History):** The publisher name associated with this set, as indicated from the Title History, if available.

- **Extent (Pub Units):** The beginning and ending publication units (example: Vol 1 – Vol XVII) for this set. If the component is still publishing, leave the range open (example: Vol. 1 -). Always enter the most complete publication unit information available (example: Vol. 1, no. 1 rather than Vol. 1 -).
- **Extent (Dates):** A range indicating the earliest to the most recent publication dates for this component (examples: Jun. 1950–Oct. 1990 or 5/1/2010–10/10/2010 or 1899–1922). If the component is still publishing, leave the range open (example: Aug. 2009–). Always enter the most complete date information available (example: Jun. 1980 rather than just 1980 or 2010/5/1 instead of just May 2010).

Providing Additional Component Information

To add available information about the component:

1. From the Component List screen, click on the new component record.

The Component Record screen is displayed, defaulting to the Title History internal tab, as shown:

The screenshot shows the 'Components' tab selected in the top navigation bar. The main panel contains the following fields:

- Name:** Debater Resolution
- OCLC Number:** [empty]
- Extent (Pub Units):** [empty]
- Start Year:** 1976
- Extent (Dates):** [empty]
- Estimated Start Date:** Choose...
- Estimated End Date:** Choose...
- LTM Journal ID:** [empty]
- LTM Journal Code:** [empty]
- Selection Recommendation:** Choose...
- Initial Article:** The
- Subtitle:** Building Debate Champions
- Name Specified by Publisher:** No
- Print ISSN:** 4725-431
- EISSN:** [empty]
- Title ISSN:** [empty]
- ISSN Note:** [empty]
- ISSN Status:** Choose...
- ISSN Request Note:** [empty]

At the bottom right are 'Save' and 'Cancel' buttons.

2. Using the field guidelines below and the available information you have about the component, fill in whatever fields you can in the main panel of the Component Record screen.



A few of these fields may have information in them that was provided when the set was created. You can overwrite this information if you have newer, more accurate information.

- **Initial Article:** An article (part of speech) appearing in the first-word position in the component title, for example, *a*, *an*, or *the*.
- **Name:** The name of the component.



Keep in mind each set uses the name of its current title component as its name; when you change the name of the current title or which component is the current title, the set name changes automatically.

- **Subtitle:** A secondary name that appears as part of the full title of the component.
- **Name Specified by Publisher:** Select Y(es) or N(o) to indicate if the journal's publisher requested that we use the name exactly as it appears in this record, even if this name differs from the standard version of the name used in catalog records or on the cover of the journal.
- **Extent (Pub Units):** The beginning and ending publication units (example: Vol 1 – Vol XVII) for this journal. If the component is still publishing, leave the range open (example: Vol. 1 -). Always enter the most complete publication unit information available (example: Vol. 1, no. 1 - rather than just Vol. 1 -)
- **Extent (Dates):** A range indicating the earliest to the most recent publication dates for this component (examples: Jun. 1950–Oct. 1990 or 5/1/2010–10/10/2010 or 1899–1922) If the component is still publishing, leave the range open (example: Aug. 2009–). Always enter the most complete date information available (example: Jun. 1980 rather than just 1980 or 2010/5/1 instead of just May 2010).
- **Start Year:** Type in the four-digit year that represents the earliest publication year you are aware of for this component.
- **Estimated Start Date:** Select Y(es) or N(o) to indicate if the earliest date in Extent (Dates) is an estimate.
- **Estimated End Date:** Select Y(es) or N(o) to indicate if most recent date in Extent (Dates) is an estimate.
- **Print ISSN:** The International Standard Serial Number. A unique, eight-digit number assigned by the International Serials Data System (ISDS) to identify a unique printed publication title.
- **EISSN:** The International Standard Serial Number. A unique, eight-digit number assigned by the International Serials Data System (ISDS) to identify a unique electronic publication title.

- **Title ISSN:** International Standard Serial Number assigned as a linking number for all versions of the component (regardless of whether it's in paper, electronic, etc. format).
- **ISSN Note:** Freeform text note for entering unusual information about the ISSN for a component (example: conflicting ISSNs reporting in OCLC and ISSN portal). Use the ISSN Request Note field, and not this ISSN Note field, when requesting an ISSN, unless you discover unusual information in the process.
- **ISSN Status:** The status of a request for ISSN. Select one of the following statuses from a drop-down listbox: Needed, Requested, Received, or Not Applicable. Use Not Applicable when the component already has an ISSN or is not eligible for an ISSN
- **ISSN Request Note:** Freeform text note for entering information that may be pertinent when requesting an ISSN.
- **OCLC Number:** The number(s), up to nine digits each, assigned to this component by the Online Computer Learning Center. You can input more than one OCLC number in this field if necessary.
- **Grant Code:** Code to indicate funds received from a government department or private foundation.
- **Selection Recommendation:** Indicates the recommendation of the librarian who wrote the title history for whether this component should be targeted for inclusion in JSTOR. Choose one of the following recommendations from the drop-down listbox: Yes, No, See Note, Unsure.



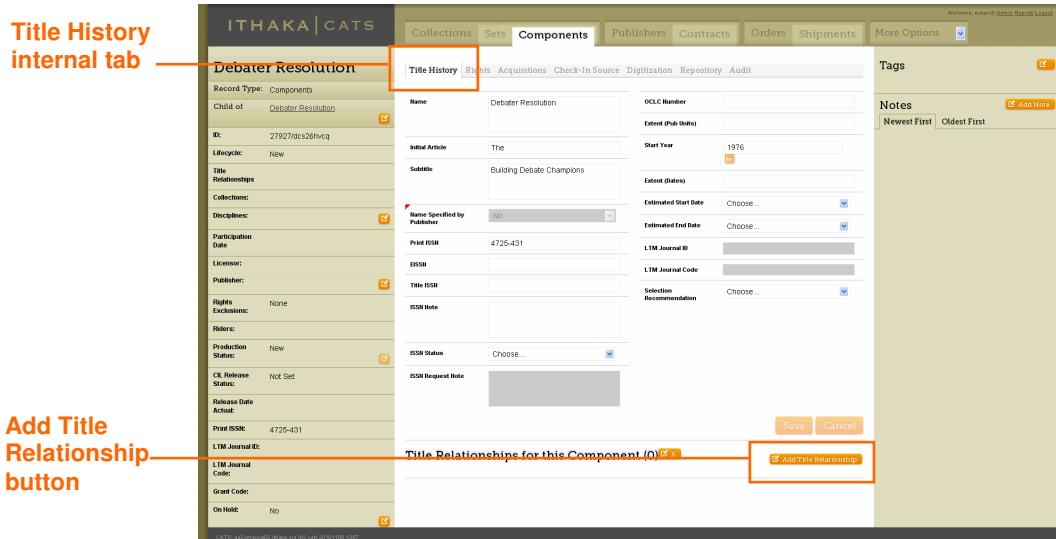
When selecting "See Note," be sure to create a component note explaining why and select a Note Type of "Selection Recommendation" when you define the note.

3. After providing all the field information you have available on the Title History internal tab page, click the **Save** button.

Adding Title Relationships

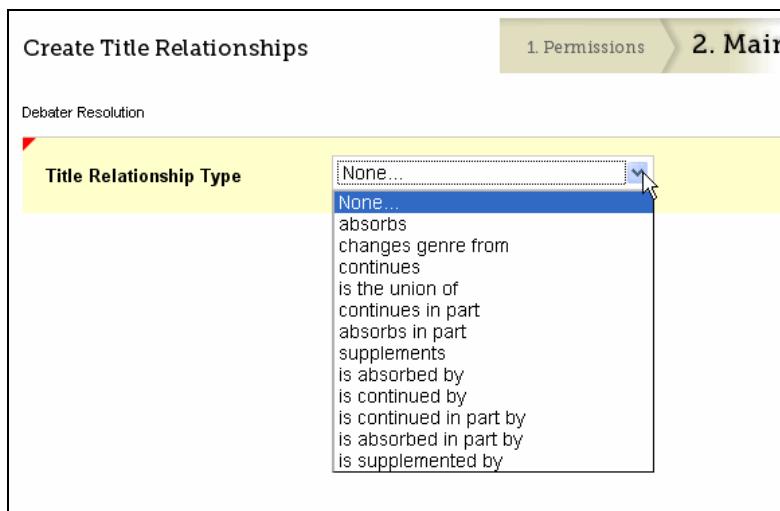
Librarians as well as members of the Acquisitions team and the Inventory team occasionally need to add title relationships for a component. For example, if a component was previously published under a different title, you'll want to add a title relationship that enables you to describe the previous and current title. The instructions in this section will step through the task of adding a title relationship:

1. From the Component Record screen, click on the Add Title Relationship button near the bottom of the main panel, as shown:



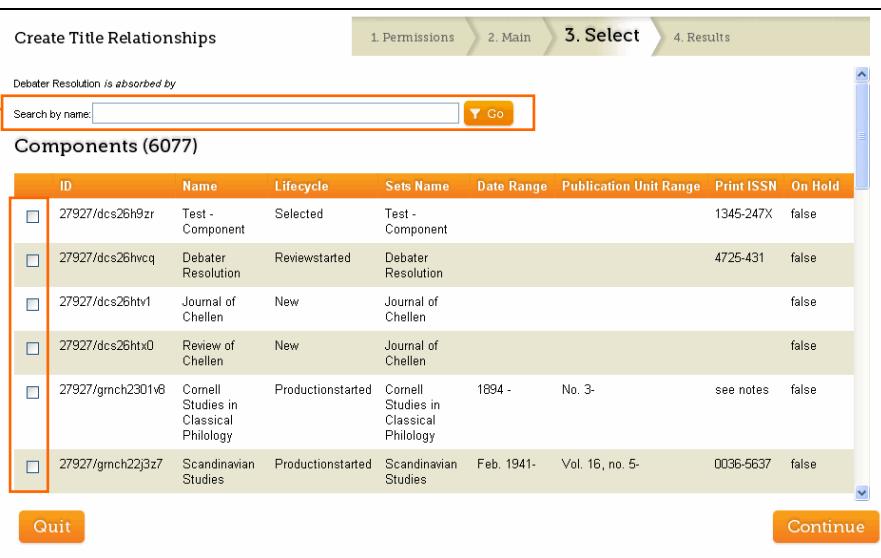
A Create Title Relationships wizard is launched.

After continuing through a Permissions window, the wizard displays a drop-down listbox for selecting the Title Relationship Type, as shown:



- From the Title Relationship Type list, select the type that best describes the relationship of between this component and another. Then click **Continue**.

The next wizard screen provides a list of components and a Search by Name field and **Go** button for narrowing the list, as shown.



Search field and Go button

Click a checkbox to select a component

ID	Name	Lifecycle	Sets Name	Date Range	Publication Unit Range	Print ISSN	On Hold
27927/dcs26h9zr	Test - Component	Selected	Test - Component			1345-247X	false
27927/dcs26hwcq	Debater Resolution	Reviewstarted	Debater Resolution			4725-431	false
27927/dcs26htv1	Journal of Chellen	New	Journal of Chellen				false
27927/dcs26htx0	Review of Chellen	New	Journal of Chellen				false
27927/grnch2301v8	Cornell Studies in Classical Philology	Productionstarted	Cornell Studies in Classical Philology	1894 -	No. 3-	see notes	false
27927/grnch22j3z7	Scandinavian Studies	Productionstarted	Scandinavian Studies	Feb. 1941-	Vol. 16, no. 5-	0036-5637	false

Quit Continue

3. Use this screen to select the component that the new component has the relationship with.

After you select the existing component, the wizard displays a permissions screen and then a results screen when the records are updated.



The Create Title Relationships wizard provides an Add More button on the final permissions screen in case you want to add more than one title relationship.

When you are finished defining title relationships, you will return to the Component Record screen, where the new title relationships appear in the list near the bottom of the Title History internal tab.

Updating the Component(s) Selection Status to “Review Started”

Before requesting a title history, the Negotiator needs to change the selection status for all of the set’s components to indicate that Content Development is considering targeting these components for inclusion in JSTOR. Negotiators also update the selection status to indicate their final decision on whether to target each component. Content Management staff members need this information about each component to make sound decisions about acquiring source material and scheduling the set for digitization.

The most efficient way to update the selection status for all of the components in a set at the same time is to operate from the Set Record screen where you can view the list of components in the set from the Title History internal tab (and several other internal tabs) and then select and perform bulk operations on the components. (Selection Status is one of the bulk operations available for the components listed).

To update a component’s selection status:

- From the Sets List screen, use the filtering technique to locate the set whose component(s) you wish to update.
- Click on that set to display the associated Set Record screen, which defaults to showing the Title History internal tab in the main panel.

Title History internal tab

List of Components in this Set

- If necessary, scroll down in the main panel to view the section called Components in This Set.
- Click on the checkbox field next to the component(s) you wish to operate on when you update the selection status.

Bulk Operations drop-down list

Checkbox field is selected for this component

If there are multiple components in the set, you can check more than one component for this process. If you wish to check all the components, click the checkbox in the orange column header (to the left of the ID field). This operates as a "Check All" signal. A checkmark will appear in every checkbox in the Components In This Set list.



- From the Bulk Operations drop-down listbox next to the Components in This Set heading, select Selection Status from the list of available operations.

A wizard is launched to step you through this process.

After displaying permission requirements, the wizard will display a screen with a drop-down listbox for choosing the Selection Status, as shown:

The screenshot shows a wizard interface titled "Selection Status". Step 2, "Change", is selected. A note says "Enter the new value to apply to all the eligible records you selected." Below is a dropdown menu labeled "Selection Status" with the following options: "Review Started" (highlighted in blue), "Choose...", "Targeted", and "Not Targeted". An orange arrow points from the text "Selection Status choices" to the dropdown menu.

6. Choose the desired Selection Status, in this case, Review Started, from the drop-down listbox and then click **Continue**.

The wizard responds with a message that no additional information is required and then a Results screen is displayed.

7. Click **Return** to end the wizard and return to the Sets Record screen.
8. The Components in This Set list will refresh and the Lifecycle should reflect the new selection status you selected.

The screenshot shows a table titled "Components in this Set (1)". It has columns: ID, Name, Subtitle, Lifecycle, Recommended?, Extent (Pub Units), Extent (Dates), Start Year, Print ISSN, EISSN, ISSN Status, and OLCL Num. One row is listed: ID 27927/dcs26hvcq, Name Debater Resolution, Subtitle Building Debate Champion, Lifecycle Review Started, Recommended? (checkbox checked), Extent (Pub Units) (checkbox checked), Extent (Dates) (checkbox checked), Start Year 1976, Print ISSN 4725-431. A callout bubble points to the "Lifecycle" column with the text "Lifecycle should reflect the new selection status".

When you have created many sets in order to request title histories, it is more efficient to change the selection status for the sets' many components from the Components List screen. From there, you can select all of the components you recently created, even though they are in different sets. Then, use a bulk operation wizard to edit them all at once.



You can also use the checkbox next to a record on the Components List screen to change the selection status after deciding whether or not to target an individual component in those cases where you do not need to see the supporting component information; for example, use this method if a Librarian recommends that you target a component and you agree.



Working with Title Histories

Negotiators request title histories and Librarians create them by researching a journal's publication history and bibliographic information using online databases like OCLC and the ISSN Portal and physical inspection at the library. Negotiators request title histories in CATS and Librarians record their progress and output in CATS. The Librarian Manager also uses CATS to assign title histories to individual librarians.

This section steps you through the tasks associated with the following:

- Updating title history status
- Requesting a batch of title histories
- Assigning title histories to individual librarians
- Viewing librarian assignments for title histories
- Inputting title history information
- Adding child components to a set

Requesting Title Histories

Before librarians begin working on a title history, a member of the Negotiations team must request it. Either the Negotiator will request it directly or another team member will request it on that Negotiator's behalf. This section steps you through the process of how to change a title history status from NEW to REQUESTED.

BULK OPERATION: You can also request multiple title histories by using a bulk operation.

After selecting the specific records you wish to update on the Sets List screen, select Change Title History from bulk operations to launch the Change Title History wizard. Note, however, that this wizard assumes that you are only requesting title histories on behalf of one Negotiator and that all the title histories will have the same due date. You may need to run the wizard several times if you are requesting title histories on behalf of several Negotiators or with several due dates.



To change a title history status to REQUESTED:

1. From the Sets List screen, use the filtering technique to locate the set whose title history you wish to update.
2. Click on that set to display the associated Set Record screen, which defaults to showing the Title History internal tab in the main panel.

The screenshot shows the ITHAKA | CATS Set Record interface. The top navigation bar includes tabs for Collection, Sets, Components, Publishers, Contracts, Orders, Shipments, and More Options. The 'Sets' tab is selected. Below the tabs, there's a search bar and a 'Title History' link. The main content area is titled 'Debater Resolution' and contains various metadata fields. A large orange box highlights the 'Title History Status' dropdown menu, which is currently set to 'New'. Other visible dropdowns include 'OCLC Libraries Holding' (set to 'No Record'), 'Languages' (Unknown), 'Book Reviews' (Unknown), 'Illustrations' (Unknown), 'Version Controlled' (None...), 'Page Count Est.' (Unknown), 'Page Count Based On' (None...), 'Negotiator' (Choose), 'Author' (Choose), and 'Date Completed' (null). At the bottom of the main panel are 'Save' and 'Cancel' buttons. Below the main panel, there are three sections: 'Components in this Set (1)', 'Related Components (2)', and 'Title Relationships for Components in this Set (2)'. The 'Components in this Set' section lists one component: '27927100500000 Debater Building Debut Review Started Yes Vol 1 No 1 - Jan 1976 - 1976 4725-431 4725-500 Received'. The 'Related Components' section lists two components: '27927100500000 Journal of Speech' and '27927100500000 American Speech'. The 'Title Relationships for Components in this Set' section lists one relationship: 'Quarterly Journal of Speech' and 'American Speech' are 'is the union' with 'Debater Resolution'.

3. Click on the Title History Status field to launch a wizard that will step you through the process of updating the title history status.

The wizard will display a screen with a drop-down listbox for choosing the Title History Status, as shown:

This screenshot shows a user interface for managing title history. At the top, there are tabs for 'Permissions', 'Change', and 'Results'. Below the tabs, there's an 'Info' section with a pencil icon. A red box highlights the 'Title History Status' field, which is currently set to 'Select One'. A dropdown menu is open, listing five options: 'Select One' (which is highlighted in blue), 'Requested', 'Assigned', 'In Progress', and 'Completed'. The background of the page has a light yellow gradient.

4. Choose the desired Title History Status from the drop-down listbox; in this case, choose Requested.

After you release your mouse button, additional fields may appear below the Title History Status, including a field for typing in the Negotiator and a field for typing/selecting the Title History Due Date, as shown:

This screenshot shows the same 'Title History Status' screen after the status has been selected. Now, there are several other fields visible: 'Negotiator' (with a dropdown menu), 'Title History Due Date' (with a date input field and a calendar icon), 'Title History Requested By' (showing 'mdavid'), and 'Title History Request Date' (showing '2010/11/15'). The 'Negotiator' and 'Title History Due Date' fields are highlighted with orange boxes. At the bottom, there are 'Quit' and 'Save' buttons.

5. Use the Negotiator drop-down listbox to select from a list of negotiators to oversee this title history.
6. Use the calendar icon next to the Title History Due Date field to select a date for when the title history is due, then click **Save**.

The wizard displays a Results screen recapping key information about the record that was updated.

7. Click **Return** to end the wizard and return to the Sets Record screen.

The Sets Record screen is refreshed and the Title History Status field on the Title History internal tab should reflect the new status and Negotiator you selected. Following is an example:

The screenshot shows the CATS Sets Record screen with the 'Components' tab selected. On the left, there's a sidebar with various tabs like 'Collections', 'Sets', 'Components' (which is active), 'Publishers', 'Contracts', 'Orders', 'Shipments', and 'More Opt'. Below the tabs, there's a navigation bar with links like 'Title History', 'Rights', 'Acquisitions', 'Check-In Source', 'Digitization', 'Wall', 'Legacy', and 'Audit'. The main content area is titled 'Title History' and contains several form fields:

- 'Title History Status': A dropdown menu set to 'Requested'.
- 'OCLC Libraries Holding This Record': A text input field.
- 'Languages': A dropdown menu.
- 'Book Reviews': A dropdown menu set to 'Unknown'.
- 'Illustrations': A dropdown menu set to 'Unknown'.
- 'Version Consulted': A dropdown menu set to 'None...'.
- 'Page Count Est.': A text input field.
- 'Page Count Based On': A dropdown menu set to 'None...'.
- 'Negotiator': A dropdown menu set to 'jsherwin'.
- 'Author': A dropdown menu set to 'Choose...'.
- 'Date Completed': A date picker.

Two specific fields are highlighted with orange boxes and labeled with orange text:

- 'Title History Status field is updated'
- 'Negotiator is updated'

At the bottom right of the form are 'Save' and 'Cancel' buttons.

Assigning Title Histories to Individual Librarians

The Librarian Manager usually assigns requested title histories to individual librarians. In some cases, librarians also self-assign title histories.

In CATS, title histories are assigned to specific librarians using the Change Title History wizard. In most cases, this will be done using the bulk operation from the Sets List screen.

To assign title histories to an individual librarian (i.e., “author”):

1. Click the Sets global tab to display the Sets List screen.
2. Use the Skins drop-down listbox to change from the Default skin to the Title History Queue skin, as shown:

Use this drop-down list box to select the Title History Queue skin

ID	Name	Lifecycle	Extent (Dates)	Extent (Pub. Unit)	Title History Status	Participation Date	Collections	Disciplines	On Hold	Author
279274scstr241t	Statistical Science	Released	1986-	volume 1-	Completed	06/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Mathematics & Statistics Collection, Public Library Collection	Statistics (1)	No	
279274scstr245	Victorian Studies	Released	Sept. 1957-	v.1-	Completed	07/01/2008	Arts & Sciences V Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	Language & Literature (1), History (2), British Studies (2)	No	
279274scstr28	Annals of Mathematical Statistics	Released	1930-1972	Vol. 1-43	Completed	06/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Mathematics & Statistics Collection, Public Library Collection	Mathematics (1)	No	
279274scstr453	Annals of Mathematics	Released	1884-June 1899; Oct. 1899-	Vol. 1-12; Ser. 2, vol. 1-	Completed	01/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Mathematics & Statistics Collection, Public Library Collection	Mathematics (1,1)	No	
279274scstr49	Ethics	Released	Oct 1890-	v.1-	Completed	07/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	Philosophy (1)	No	
279274scstr54	Journal of Finance	Released	Aug 1946-	Vol. 1, no 1-	Completed	10/01/1998	Arts & Sciences Collection, Business Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	Business (1), Finance (2)	No	
279274scstr74b	Journal of African American History	Released	Jan. 1915-	Vol. 1, no 1-	Completed	10/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	African-American Studies (1), History (2)	No	
279274scstr75f	Journal of the History of Ideas	Released	Jan 1940-	v.1	Completed	09/01/2008	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	History (1)	No	
279274scstr78w	Library of the History of Ideas	New	1990-	v.1-	New			History (1)	No	
279274scstr785	Review of Financial Studies	Released	Spr 1988-	v.1 no 1-	Completed	04/01/1998	Arts & Sciences Collection, Business Collection, Public Library Collection	Business (1), Finance (2)	No	

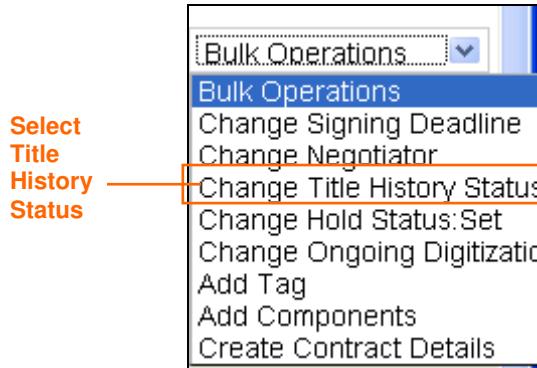
Within seconds, the screen will refresh, reorganizing the set data to display such that it is more useful for someone interested in information specific to title histories.

- With the help of the filtering fields, locate the sets you wish to assign to a particular librarian. Select these sets by clicking on each.

A checkmark should appear in the checkboxes you've selected, as shown:

ID	Name	Lifecycle	Extent (Dates)	Extent (Pub. Unit)	Title History Status	Participation Date	Collections	Disciplines	On Hold	Author
279274scstr241t	Statistical Science	Released	1986-	volume 1-	Completed	06/01/1998	Arts & Sciences Collection, Arts & Sciences V Collection, Corporate & For-Profit Access Initiative Collection, Mathematics & Statistics Collection, Public Library Collection	Archaeology (1), Statistics (2)	No	
<input checked="" type="checkbox"/> 279274scstr245	Victorian Studies	Released	Sept. 1957-	v.1-	Completed	07/01/2008	Arts & Sciences V Collection, Corporate & For-Profit Access Initiative Collection, Language & Literature Collection	Language & Literature (1), History (2), British Studies (2)	No	
279274scstr28	Annals of Mathematical Statistics	Released	1930-1972	Vol. 1-43	Completed	06/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Mathematics & Statistics Collection, Public Library Collection	Mathematics (1)	No	
279274scstr453	Annals of Mathematics	Released	1884-June 1899; Oct. 1899-	Vol. 1-12; Ser. 2, vol. 1-	Completed	01/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Mathematics & Statistics Collection, Public Library Collection	Mathematics (1,1)	No	
279274scstr49	Ethics	Released	Oct 1890-	v.1-	Completed	07/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	Philosophy (1)	No	
279274scstr54	Journal of Finance	Released	Aug. 1946-	Vol. 1, no 1-	Completed	10/01/1998	Arts & Sciences Collection, Business Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	Business (1), Finance (2)	No	
279274scstr74b	Journal of African American History	Released	Jan. 1915-	Vol. 1, no 1-	Completed	10/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	African-American Studies (1), History (2)	No	
279274scstr75f	Journal of the History of Ideas	Released	Jan 1940-	v.1	Completed	09/01/2008	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	History (1)	No	
279274scstr78w	Before the History of Ideas	New	2000-	v.1-	In Progress			History (1)	No	Test
279274scstr785	Review of Financial Studies	Released	Spr 1988-	v.1 no 1-	Completed	04/01/1998	Arts & Sciences Collection, Business Collection, Public Library Collection	Business (1), Finance (2)	No	
279274scstr786	African American Review	Released	Fall 1967-	v.1 no 1-	Completed	13/01/1998	Arts & Sciences Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	African-American Studies (1,1), Language & Literature (2)	No	
279274scstr784	American Mathematical	Released	Jan 1894-	Vol. 1, no 1-	Completed	06/01/1998	Arts & Sciences Collection	Mathematics (1)	No	

- After selecting all of the sets you wish to assign, click the Bulk Operations drop-down listbox, which is located near the top right-hand side of the Sets List screen, and select Title History Status from the list of bulk operations.



The wizard verifies you have permissions to change these records. Following is an example of a Permissions screen showing partial permission—one record you have permission to change and one you do not. Note that the wizard prompts with some reasons why permission may have been denied:

Name	Lifecycle	Title History Status	Extent (Pub Units)	Extent (Dates)	On Hold	Negotiator	Title History Due Date	Author	Date
Debater Resolution	Review Started	New		1928 -	No				

Name	Lifecycle	Title History Status	Extent (Pub Units)	Extent (Dates)	On Hold	Negotiator	Title History Due Date	Author	Date
American Libraries	Released	Completed	Vol. 1-63; Vol. 1-	Jan. 1907-Dec. 1969; Jan. 1970-	No		0001/01/01	0001/01/01	

Sets (1)

You have permission to change the title history status for the following sets:

You do not have permissions to change the following records. Permissions are determined by the following checks:

- User role must be CD Negotiations, CD Publisher Relations, or Librarian.
- Set lifecycle must be New, Review Started, Targeted, or Rights Obtained.
- Set cannot be on hold.

Quit **Continue**

5. Click **Continue** from the Permissions screen to continue through the Title History Status wizard.



If you want to fix the Permissions problem, click **Quit** to return to the Sets List screen to select different sets for the bulk operation.

6. The wizard displays a screen with a Title History Status drop-down listbox for selecting a status, as shown:

The screenshot shows a user interface for managing title history. At the top, there are tabs for 'Title History Status', 'Permissions', and 'Change'. Below this, there's a section titled 'Info' with a pencil icon. A dropdown menu is open under 'Title History Status', showing options: 'Select One' (highlighted in blue), 'Requested', 'Assigned', 'In Progress', and 'Completed'. The background of the dropdown menu is white, and the text is black.

7. From the Title History Status drop-down list, select Assigned.

After you release your mouse button, additional fields may appear below the Title History Status, for example, Author Name, as shown:

The screenshot shows the same interface after selecting 'Assigned' from the dropdown. Below the dropdown, two new fields are visible: 'Author' (with a dropdown menu showing 'Select One') and 'Title History Assigned By' (containing the value 'mdavid'). Further down, there is a field 'Date Assigned' with the value '2010/11/15'.



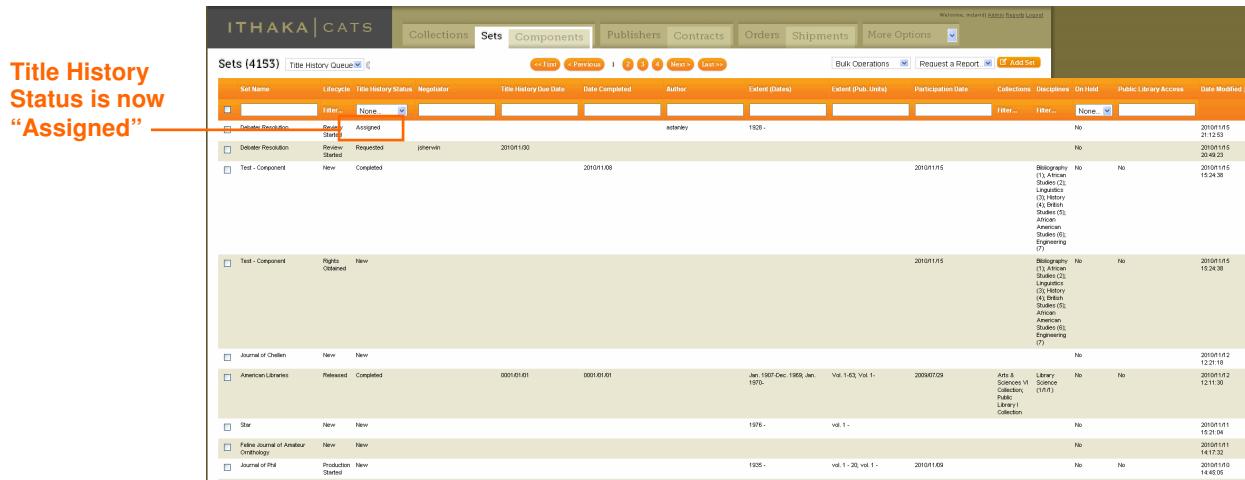
Author refers to the Librarian who is assigned to author the title history.

8. Use the Author drop-down listbox to select the Librarian who will be assigned as the author, then click **Save**.

The wizard displays a Results screen recapping key information about the record that was updated.

9. Click **Return** to end the wizard and return to the Sets List screen.

The Sets List screen is refreshed and the Title History Status field for that record will now reflect a status of Assigned, as shown:



Set Name	Lifecycle	Title History Status	Negotiator	Title History Due Date	Date Completed	Author	Extent (Dates)	Extent (Pub. Unit)	Participation Date	Collections	Disciplines	On Hold	Public Library Access	Date Modified	
Deleter Deleter	Start	Assigned				astley	1928 -					No	30/01/15	21/12/03	
Deleter Recreational	Review	Requested	pshewin	2010/1/00								No	30/01/15	21/12/03	
Test - Component	New	Completed			2010/1/00					2010/1/05	Biology (1); Chemistry (1); Physics (1); Linguistics (1); History (1); Mathematics (1); African Studies (1); American Studies (1); Engineering (7)	No	No	2010/1/05	15/24/00
		Rights Obtained	New							2010/1/05	Biology (1); Chemistry (1); Physics (1); Linguistics (1); History (1); Mathematics (1); African Studies (1); American Studies (1); Engineering (7)	No	No	2010/1/05	15/24/00
Journal of Children	New	New										No	20/01/15	12/21/10	
American Libraries	Released	Completed		0001/01/01	0001/01/01		Jan. 1907-Dec. 1959, Jan. 1970	Vol. 1-43; Vol. 1 -	2009/07/09	Arts & Sciences (1); Reference Collection (1); Public Library Collection (1)	No	No	No	2010/1/02	12/11/30
Star	New	New					1976 -	Vol. 1 -				No	20/01/15	15/21/04	
Felis Journal of Amateur Ornithology	New	New										No	20/01/15	11/17/02	
Journal of Phi	Production Started	New					1925 -	vol. 1 - 20; vol. 1 -	2010/1/03			No	No	2010/1/02	14/45/05

If you click on this set record from the Sets List screen to display the Set Record screen, you can verify that the Title History internal tab reflects the status of "Assigned" and the correct librarian is listed as Author of the title history.



Viewing Librarian Assignments for Title Histories

To view title history assignments:

- Click the Sets global tab to display the Sets List screen.
- Use the Skins drop-down listbox to change from the Default skin to the Title History Queue skin, as shown:

Use this drop-down list box to select the Title History Queue skin

Set Name	Lifecycle	Extent (Dates)	Extent (Pub. Units)	Title History Status	Participation Date	Collections	Disciplines	On Hold	Author	
27927Nksctr24t	Released	1986-	volume 1-	Completed	06/03/1998	Arts & Sciences (Collection, Corporate & For-Profit Access, Periodicals, Mathematics & Statistics Collection, Public Library Collection)	Statistics (1)	No		
27927Nksctr245	Victorian Studies	Released	Sept. 1957-	v.1-	Completed	07/01/2008	Arts & Sciences (Collection, Corporate & For-Profit Access, Periodicals, Mathematics & Statistics Collection, Public Library Collection)	Language & Literature (1), History (2), British Studies (2)	No	
27927Nksctr28	Annals of Mathematical Statistics	Released	1930-1972	Vol. 1-43	Completed	06/03/1998	Arts & Sciences (Collection, Corporate & For-Profit Access, Periodicals, Mathematics & Statistics Collection, Public Library Collection)	Mathematics (1)	No	
27927Nksctr453	Annals of Mathematics	Released	1884-June 1899; Oct. 1899-	Vol. 1-12; Set. 2, vol. 1-	Completed	01/01/1998	Arts & Sciences (Collection, Corporate & For-Profit Access, Periodicals, Mathematics & Statistics Collection, Public Library Collection)	Mathematics (1)	No	
27927Nksctr98	Ethics	Released	Oct 1895-	v.1-	Completed	07/02/1998	Arts & Sciences (Collection, Corporate & For-Profit Access, Periodicals, Public Library Collection)	Philosophy (1)	No	
27927Nksctr49r	Journal of Finance	Released	Aug 1946-	Vol. 1, no 1-	Completed	10/02/1998	Arts & Sciences (Collection, Business, Corporate & For-Profit Access, Periodicals, Public Library Collection)	Business (1), Finance (2)	No	
27927Nksctr14gb	Journal of African American History	Released	Jan. 1915-	Vol. 1, no. 1-	Completed	10/02/1998	Arts & Sciences (Collection, History (1), African-American Studies (1))	African-American Studies (1)	No	
27927Nksctr17M	Journal of the History of Ideas	Released	Jan 1940-	v.1	Completed	09/01/2008	Arts & Sciences (Collection, Corporate & For-Profit Access, Periodicals, Public Library Collection)	History (1)	No	
27927Nksctr70w	Library of the History of Ideas	New	1990-	v.1-	New			History (1)	No	
27927Nksctr705	Review of Financial Studies	Released	Spr 1988-	v.1 no 1-	Completed	04/05/1998	Arts & Sciences (Collection, Business (1), Finance (2))	Business (1), Finance (2)	No	

Within seconds, the screen will refresh, reorganizing the set data to display title-history-related information more prominently.

- Using the following filtering fields, narrow the screen display to review the title history assignments you're interested in.
 - Using the drop-down list Title History Status field, select the status of Assigned.
 - Using the Author field, type in the username of the librarian whose assignments you are filtering for. Press Enter.

The Sets List screen will be refreshed showing only those Assigned sets the authoring librarian is responsible for. Following is an example showing only those “Assigned” title histories that “jdoe” is responsible for.

Set Name	Lifecycle	Title History Status	Negotiator	Title History Due Date	Date Completed	Author	Extent (Dates)	Extent (Pub. Units)	Participation Date	Collections	Disciplines
Crossroads	New	Assigned	jdoe	2010/11/09		jdoe					
ANNEE SOCIOLOGIQUE	New	Assigned	jdoe	2010/11/09		jdoe					
Journal of Agricultural Resource Economics	New	Assigned									

Updating Title History Status to IN PROGRESS

When a Librarian begins to research the title history, he/she may want to change the title history status from ASSIGNED to IN PROGRESS. Librarians will often skip the IN PROGRESS step and go directly

from ASSIGNED to COMPLETED; however, when a Librarian does need to indicate that a title history is in progress, these are the steps.



BULK OPERATION: You can also advance multiple title histories to IN PROGRESS by using a bulk operation. After selecting the specific records you wish to update on the Sets List screen, the Change Title History wizard launches when you select the “Change Title History Status” bulk operation from that same screen.

To change a title history status to IN PROGRESS:

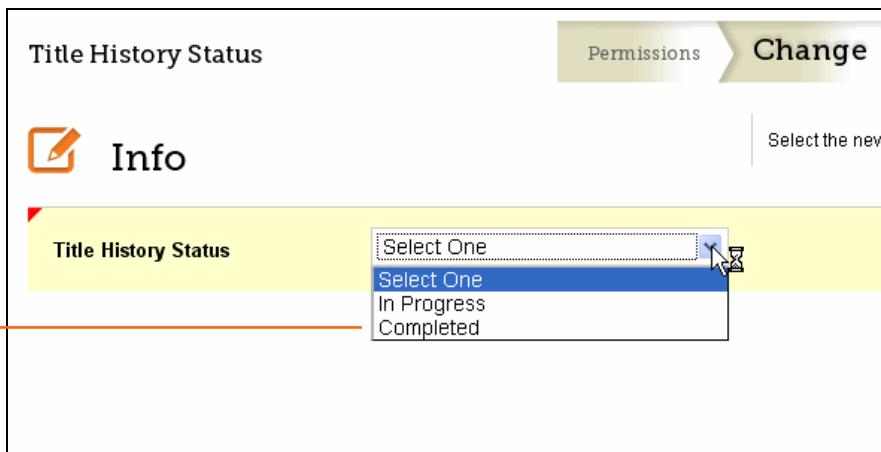
1. From the Sets List screen, use the filtering technique to locate the set whose title history you wish to update.
2. Click on that set to display the associated Set Record screen, which defaults to showing the Title History internal tab in the main panel.

Title History internal tab

Title History Status field

3. Click on the Title History Status field to launch a wizard that will step you through the process of updating the title history status.

After displaying permission requirements, the wizard will display a screen with a drop-down listbox for choosing the Title History Status, as shown:



4. Choose the desired Title History Status from the drop-down listbox. In this case, choose In Progress, then click **Save**.

No additional information is required beyond selecting the new status. The wizard displays a Results screen recapping key information about the record that was updated.

5. Click **Return** to exit the wizard and return to the Set Record screen.

After a few seconds, the screen refreshes and the Title History Status field changes to reflect In Progress, as shown:

The screenshot shows the 'Title History' tab selected on the left sidebar. The main area displays various fields: 'Title History Status' is set to 'In Progress' (highlighted with a red box). Other fields include 'Extent (Dates)', 'Extent (Pub. Units)', 'Frequency', 'Publishing Status', 'Publisher (circa Title History)', 'Publisher's Current Content Online', 'Languages', 'Book Reviews', 'Illustrations', 'Version Consulted', 'Page Count Est.', 'Page Count Based On', 'Negotiator', 'Author', and 'Date Completed'. At the bottom, there are 'Save' and 'Cancel' buttons, and a note 'Components in this Set (3) x'.

Inputting Title History Information

In this section, you'll learn how to add additional components for sets with more than one component and how to add other typical title history information to the set and component records.

- Librarians often add components after researching the title history.
- Inventory and Acquisitions occasionally add components when receiving source material for a previous title not yet listed in CATS or when they become aware of a new component through receiving subscription issues.
- Content Development will very rarely add new components to existing sets when they learn of additional previous titles from a publisher or when a publisher informs Content Development that a journal will be changing title soon.

To add a component to a set:

1. From the Sets List screen, use the filtering technique to locate the set whose title history you wish to update.
2. Click on that set to display the associated Set Record screen, which defaults to showing the Title History internal tab in the main panel.

The screenshot shows the ITHAKA | CATS Set Record screen for 'Debater Resolution'. The 'Title History' internal tab is selected. The main panel displays the 'Components in This Set' section, which lists three components: 'Debater Resolution', 'Quarterly Journal of Speech', and 'American Speech'. The 'Components in This Set' section is highlighted with an orange box. An annotation 'Area showing the Components in This Set' points to this section. Another annotation 'Title History internal tab' points to the tab itself.

ID	Name	Subtitle	Lifecycle Recommended?	Extent (Pub. Units)	Extent (Dates)	Start Year	Print ISSN	ISSN Status	OCLC
27927/gmch237030	Debater Resolution		Review Started	1928 -		1928	4725-431	4725-500	Received
27927/gmch237070	Quarterly Journal of Speech		Review Started	1928 -		1928	0003-9530	Migrated as null	
27927/gmch237020	American Speech		Review Started	1928 -		1928	0003-1263	1227-2133	Migrated as null

3. Scroll down until the Components in This Set area is visible in the main panel.

This area shows the current components that make up this set. Review the components here to verify that the component you are thinking of creating doesn't already exist.

Components in this Set (3)											
ID	Name	Subtitle	Lifecycle	Recommended?	Extent (Pub Units)	Extent (Dates)	Start Year	Print ISSN	EISSN	ISSN Status	OLC
27927/ldc26hvcq	Debater Resolution	Building Debate Champions	Review Started	Yes	Vol I, No. 1 -	Jan. 1976 -	1976	4725-431	4725-500	Received	
27927/grnch23701w	Quarterly Journal of Speech		Review Started			1928 -		0033-5630		Migrated as null	
27927/grnch23702f	Quarterly Journal of Speech Education		Review Started							Migrated as null	

4. If the component needs to be added, click the **Add Component** button to launch the Add Component wizard, as shown:

Add Component

1. Info 2. Results

Info

Enter information about the new component.

Set Name: Debater Resolution

Component Initial Article: Examples: the, a, la, el

Component Name:

Component Subtitle:

Start Year: 4 digit year. Example: 1901

You can also add a new component from an **Add Component** button on the Components List screen, but the wizard will include an additional step for choosing the parent Set from a list of Sets in the wizard



5. Use the following field and button information to fill in the Add Component wizard screen (including fields you need to scroll into view):

- **Component Initial Article:** If the journal title begins with an article like “the,” “a,” or “an,” type the article into this field.
- **Component Name:** Type the name of the new component.

This name will be applied to both the set and the component unless you select differently by clicking the **Choose Another** button.

6. Click the **Check for Duplicates** button.

If there is no other set or component with that title, the following message will be displayed at the bottom of the wizard window:



If a set or component in CATS has the same name as the name you are assigning, the following message will be displayed at the bottom of the wizard window:

Lifecycle	Production Status	Set Name	Component Name	Extent (Pub Units)	Extent (Dates)	Print ISSN	Publishers
Released	Released	Western Folklore	Western Folklore	Vol. 6, no. 1-	Jan. 1947-	0043-373X	Western States Folklore Society (Licensor)



Even when a duplicate exists in the system you can still create a set/component with the same title; however, there are very few circumstances under which you'd want to do that.

- **Subtitle field:** Type the subtitle, if the component has one.
- **Start Year:** Type the year in which the component first published, if that information is available.

7. Scroll down to view additional fields, as shown:

Sets	Component Name	Print ISSN	ISSN Request Status	Start Year	Extent (Pub Units)	Extent (Dates)	Lifecycle	Selected
Debater Resolution	Quarterly Journal of Speech	0033-5630	Migrated as null			1928 -	Review started	Review S
Debater Resolution	Quarterly Journal of Speech Education		Migrated as null			Jan. 1976 -	Review started	Review S
Debater Resolution	Debater Resolution	4725-431	Received	1976	Vol. I, No. 1 -		Review started	Review S

- **Print ISSN:** Type the full ISSN for print materials or leave this field blank if you're unsure.



When typing the ISSN, include the dash as part of the ISSN and make sure to use uppercase where it is required.

- **Current Title:** Select Y(es) or N(o) to indicate whether the Set Name indicated at the top of the wizard window is the set's current name.
8. Click **Save** to save the information about the new component you are adding.

A Results window is displayed recapping the set and component information you just provided, as shown:

Add Component

1. Info 2. Results

Components (1)

You added one component to Debater Resolution and made the new component the current title.

Sets	Component Name	Lifecycle	Selection Status	Production Status	Start Year	Print ISSN	ISSN Request Status
Resolved:	Resolved:	New	New	New	1976	1345-8748	

Return

9. Review the results, then click **Return**.

The system returns you to the Sets Record screen, which refreshes to show the new component you just created at the top of the Components in This Set list. Following is an example:

New Set Name if assigned during wizard

New Component created by the wizard appears at the top of this list

The screenshot shows the ITHAKA | CATS interface with the 'Components' tab selected. On the left, a sidebar displays various record types. The main panel shows a 'Title History' section with tabs for Rights, Acquisitions, Check-In Source, Digitization, Wall, Legacy, and Audit. Below this are sections for Extent (Date), Frequency, Publishing Status, and Publisher (Title History). The 'Components' tab is active, showing a table titled 'Components in this Set (4)'. At the top of this table, there is a new component entry: 'Resolved: The Forum: New England Quarterly Debates, 1828-1830' (Record ID: 27927gnc237030). This entry includes fields for Name, Subtitle, Lifecycle, Recommended, Extent (Pub Date), Extent (Pub Info), Start Year, Print ISSN, ISSN Status, and OCLC Status. Other components listed include 'Quarterly Journal of Speech' and 'Debater Resolution'. Below the component table are sections for 'Related Components (1)' and 'Title Relationships for Components in This Set (2)', both of which are currently empty.

Providing Additional Component Information Outside of the Create Component Wizard

You provide the majority of the component's title history information when you step through the Create Component wizard. However, there are a few additional fields of information you should provide if you have the information available.

To provide additional component information:

1. Begin at the refreshed Set Record screen that displays at the completion of the Add Component wizard documented above.
2. On the Title History internal tab, click on the new component that appears in the Components In This Set area of the main panel, as shown:

New Component created by the wizard appears at the top of this list

The Component Record screen for the new component will be displayed, as shown:

3. Use the following field information to fill in those component fields that still remain blank on the Title History internal tab:
 - **Extent (Pub Units):** The beginning and ending publication units (example: Vol 1 – Vol XVII) for this component. If the component is still publishing, leave the range open

(example: Vol. 1 -). Always enter the most complete publication unit information available (example: Vol. 1, no. 1 - rather than just Vol. 1 -)

- **Extent (Dates):** A range indicating the earliest to the most recent publication dates for this component (examples: Jun. 1950–Oct. 1990 or 5/1/2010–10/10/2010 or 1899–1922) If the component is still publishing, leave the range open (example: Aug. 2009–). Always enter the most complete date information available (example: Jun. 1980 rather than just 1980 or 2010/5/1 instead of just May 2010).
- **Estimated Start Date:** Select Y(es) or N(o) to indicate if the earliest date in Extent (Dates) is an estimate.
- **Estimated End Date:** Select Y(es) or N(o) to indicate if most recent date in Extent (Dates) is an estimate.
- **EISSN:** The International Standard Serial Number. A unique, eight-digit number assigned by the International Serials Data System (ISDS) to identify a unique electronic publication title.
- **Title ISSN:** International Standard Serial Number assigned as a linking number for all versions of the component (regardless of whether it's in paper, electronic, etc. format).
- **ISSN Note:** Freeform text note for entering unusual information about the ISSN for a component (example: conflicting ISSNs reporting in OCLC and ISSN portal). Use the ISSN Request Note field, and not this ISSN Note field, when requesting an ISSN, unless you discover unusual information in the process.
- **ISSN Status:** The status of a request for ISSN. Select one of the following statuses from a drop-down listbox: Needed, Requested, Received, or Not Applicable. Use Not Applicable when the component already has an ISSN or is not eligible for an ISSN
- **ISSN Request Note:** Freeform text note for entering information that may be pertinent when requesting an ISSN.
- **OCLC Number:** The number(s), up to nine digits each, assigned to this component by the Online Computer Learning Center. You can input more than one OCLC number in this field if necessary.
- **Grant Code:** Code to indicate funds received from a government department or private foundation.
- **Selection Recommendation:** Indicates the recommendation of the librarian who wrote the title history for whether this component should be targeted for inclusion in JSTOR. Choose one of the following recommendations from the drop-down listbox: Yes, No, See Note, Unsure.



When selecting "See Note," be sure to create a component note explaining why and select a Note Type of "Selection Recommendation" when you define the note.

- After providing all the field information you have available on the Title History internal tab page, click the **Save** button.

The Component Record screen is updated with all of your changes.

Adding Existing Components to an Existing Set

Occasionally, a component is part of more than one set; for example, *Philosophical Transactions of the Royal Society of London* is the previous title for four separate sets. In such cases, after you add the component to its first set when creating the component, you also need to designate the component as a child of more sets.

To designate a component as a child of a set:

- From the Components List screen, use the filtering technique to locate the component you want to designate as the child component.



You can also navigate to the component from one of the other sets that it is a part of.

- Click on the component to display the Component Record screen, as shown:

Current "Child of" designation

Component Record Details:

- Name:** Debater Resolution
- OCLC Number:** [redacted]
- Start Year:** 1976
- Selection Recommendation:** Yes

Title Relationships:

- Debater Resolution (Parent)
- Quarterly Journal of Speech (Child)
- American Speech is the union of Debater Resolution (Child)

Tags:

- [redacted]

Notes:

- Newest First | Oldest First

Buttons:

- Save | Cancel

Title Relationships for this Component (2):

Relationship	Component	Relationship	Component
Debater Resolution	Debater Resolution	Debater Resolution	Debater Resolution
Quarterly Journal of Speech	American Speech	American Speech	Debater Resolution

- Click the edit icon next to the Child Of field, in the badge area of the screen.

After displaying permission requirements, the wizard will display an Add Parent Set screen for selecting the set you wish to designate as the parent of this child component, as shown.

Name field and Go button to search for a specific set

Use checkboxes to select the parent set

ID	Name	Lifecycle	Extent (Dates)	On Hold
27927/dcs26hcf0	Test - Component	New		No
27927/dcs26ht0p	Test - Component	Rightsobtained		No
27927/dcs26hvd6	Debater Resolution	Reviewstarted		No
27927/dcs26htwh	Journal of Chellen	New		No
27927/grnch22kx0d	American Libraries	Released	Jan. 1907-Dec. 1969; Jan. 1970-	No
27927/dcs26hsrm6	Star	New	1976 -	No
27927/dcs26hsfs	Feline Journal	New		No

Buttons: Quit, Continue

- To locate the set more easily, use the Search by Name field to enter search criteria for the set, and click **Go** to generate the search
- Once you've located the set, click on the checkbox to the left of the set ID to select it. A checkmark will appear in the checkbox when it is selected. Click **Continue**.

Next, the wizard will display a list of components that are members of the set you selected, including the component you are adding to the set right now, as shown:

Components you can choose from when designating a title for the current component

ID	Name	Lifecycle	Sets	Date Range	Print ISSN	On Hold
27927/grnch23701w	Quarterly Journal of Speech	Reviewstarted	Quarterly Journal of Speech	1928 -	0033-5630	No
27927/dcs26hvcq	Debater Resolution	Reviewstarted	Debater Resolution	Jan. 1976 -	4725-431	No
27927/grnch23702f	Quarterly Journal of Speech Education	Reviewstarted	Quarterly Journal of Speech			No

Buttons: Quit, Save

- Click on the checkbox to the left of the component you wish to use as the current title for the set. A checkmark will appear in the checkbox when it is selected. Click **Save**.

The wizard displays a Results screen recapping key information about the record that was updated.

- Click **Return** to exit the wizard and return to the Component Record screen.

The screen refreshes and the Child Of field in the Badge area now reflects the set you designated in the wizard.

Debater Resolution

Record Type: Components

Child of: Debater Resolution

ID: 279277dc25hvq

Lifecycle: Review Started

Title Relationships: Quarterly Journal of Speech absorbs Debater Resolution
American Speech is the union of Debater Resolution

Collections:

Disciplines:

Participation Date:

Publisher:

Rights Exclusive: None

Refers:

Production Status: New

CE Release Status: Not Set

Release Date Actual:

Print ISSN: 4725-431

LTM Journal ID:

LTM Journal Code:

Grant Code:

On Hold: NO

On Hold Reason:

Name: Debater Resolution

OCLC Number:

Extent (Pub Units): Vol. No. 1 -

Initial Article: The

Subtitle: Building Debate Champions

Name Specified by Publisher: No

Print ISSN: 4725-431

EISSN: 4725-500

Title ISSN: 4725-000

ISSN Note: Fixed conflicting ISSN problem on 2010-11-01

ISSN Status: Received

ISSN Request Note:

Start Year: 1976

Extent (Dates): Jan. 1976 -

Estimated Start Date: Yes

Estimated End Date: Yes

LTM Journal ID:

LTM Journal Code:

Selection Recommendation: Yes

Notes:

Tags:

Needed Source: Debater Resolution

More Options: Edit View

Save **Cancel**

Title Relationships for this Component (2)

1st Component Name / Relationship	2nd Component Name / ID
Quarterly Journal of Speech	absorbs Debater Resolution
American Speech	is the union of Debater Resolution

Assigning Disciplines to a Component

Assigning disciplines to a component is the responsibility of Content Development. This is an optional step that doesn't take place until after Content Development has requested a title history.

To assign disciplines to an existing component:

- From the Components List screen, click on the record that corresponds to the component you are assigning the discipline to.

The associated Components Record screen will be displayed, as shown:

The Discipline field

Record Type: Components
Child of: Resolved
ID: 27927/dcs26kg2
Lifecycle: New
Title Relationships:
Collections:
Disciplines:

Participation Date:
Licenser:
Publisher:
Rights Exclusions: None
Rights:
Production Status: New
CA Release Status: Not Set
Release Date Actual: Print ISSN: 1345-8748
LTM Journal ID: LTM Journal Code: Grant Code:
On Hold: No
On Hold Reason:

Title History Rights Acquisitions Check-In Source Digitization Repository Audit
Name Resolved OCLC Number
Initial Article Extent (Pub Dates)
Subtitle Start Year 1976
Extent (Dates)
Estimated Start Date Choose...
Estimated End Date Choose...
LTM Journal ID
LTM Journal Code
Selection Recommendation Choose...
ISSN Note
ISSN Status Choose...
ISSN Request Note
Save Cancel
Title Relationships for this Component (0)

2. Click the edit icon in the Discipline field that appears in the badge area of the screen.

An Edit Disciplines wizard launches. After continuing past the permissions screen, the following wizard screen appears for adding/removing disciplines assigned to this component, as shown:

List of available disciplines for copying to the existing component

Edit Disciplines

1. Permissions 2. Change 3. Results

All Other Disciplines

Education	Currentdiscipline
Engineering	Currentdiscipline
Ethics	Currentdiscipline
Feminist & Women's Studies	Currentdiscipline
Film Studies	Currentdiscipline
Finance	Currentdiscipline
Folklore	Currentdiscipline
General Science	Currentdiscipline
Geography	Currentdiscipline
Health Policy	Currentdiscipline
Health Sciences	Currentdiscipline
History	Currentdiscipline
History of Science & Technology	Currentdiscipline

Current Disciplines

Copy all Copy Remove Remove All

First Up Down Last

Quit Save

Buttons for copying / removing disciplines

- To copy an available discipline from the list of All Other Disciplines to the list of Current Disciplines, choose one of the selections in the All Other Disciplines column and then click the **Copy** button. That discipline will now appear in the Current Disciplines column.

The following example shows the Edit Disciplines window after Debate and Education were copied from the All Other Disciplines column to the Current Disciplines column:

All Other Disciplines	Currentdiscipline
British Studies	Currentdiscipline
Business	Currentdiscipline
Classical Studies	Currentdiscipline
Communication Studies	Currentdiscipline
Developmental & Cell Biology	Currentdiscipline
Ecology & Evolutionary Biology	Currentdiscipline
Economics	Currentdiscipline
Engineering	Currentdiscipline
Ethics	Currentdiscipline
Film Studies	Currentdiscipline
Finance	Currentdiscipline
Folklore	Currentdiscipline
Funky	Futurediscipline

Current Disciplines	Currentdiscipline
Debate	Currentdiscipline
Education	Currentdiscipline

Sometimes it is easier to copy All Other Disciplines to the list of Current Disciplines. To do this, simply click the **Copy All** button that appears between the two columns of disciplines.



- To remove a discipline from the list of Current Disciplines, choose one of the selections in the Current Disciplines column and then click the **Remove** button.

Sometimes it is easier to remove all the disciplines from the list of Current Disciplines. To do this, simply click the **Remove All** button that appears between the two columns.

- After making your changes to the list of current disciplines for this component, click **Save**.

A Results screen will be displayed.

- Click **Return**. The wizard returns you to the Components Record screen.

This screen is refreshed to show the most recent changes you made to the disciplines for this component, as shown:

The Discipline field reflects the new disciplines

Resolved:

Record Type: Components
Child of: Resolved
ID: 27927dts20ng2
Lifecycle: New
Title Relationships
Collections:
Disciplines: Debate, Education
Participation Date
Licensor:
Publisher:
Rights: None
Exclusions:
Riders:
Production Status: NEW
CL Release Status: Not Set
Release Date Actual:
Print ISSN: 1345-8748
LTM Journal ID:
LTM Journal Code:
Grant Code:
On Hold: NO
On Hold Reason:
Source: acmprod02.acm.org:80/submit/4003

Name: Resolved OCLC Number:
Extent (Pub Units)
Initial Article Start Year: 1976
Subtitle: The Forum for Excellent Debate Extent (Issues)
Estimated Start Date: Choose...
Name Specified by Publisher: JVO Estimated End Date: Choose...
Print ISSN: 1345-8748 LTM Journal ID:
EISSN LTM Journal Code:
Title ICCN Selection Recommendation: Choose...
ISSN Note ISSN Status: Choose...
ISSN Request Note Save Cancel

Title Relationships for this Component (0) Add Title Relationship

CHAPTER 4:

Inviting a Set

The task of inviting a set is performed by Content Development Negotiations. Before inviting a set, you need to update component(s) selection status to TARGETED and add a publisher. The detailed steps for these processes as well as how to invite a set and how to update the invitation's lifecycle are covered in this section.



If ITHAKA already has a relationship with the publisher and that publisher exists in CATS, you can skip the Add a Publisher step.

Updating Component Selection Status

Before inviting a set, you should change the selection status for all of its components to either TARGETED or NOT TARGETED. Keeping the selection statuses accurate and up-to-date helps Content Management make wise decisions about accepting donations.



The Component Selection Status should be updated even if the set is not going to be invited. The process documented here works the same, even if you're selecting NOT TARGETED as the Component Selection Status.

Before inviting the set, you must change the selection status for at least one of its components to TARGETED. This will then trigger the set's lifecycle to change to TARGETED.

To update a component's selection status:

1. Click on the Sets global tab to display the Sets List screen.
2. Locate and click on the Set you are inviting in order to display the Sets Record screen.



If you're issuing an invitation, the Set should have at least attained a lifecycle of TARGETED. The following are also valid lifecycles for issuing an invitation: Rights Obtained, Production Started, Production Completed, Queued for Release, and Released.

The Sets Record screen is displayed. It defaults to displaying the Title History internal tab information, with the set's components listed at the bottom of the main panel, as shown:

Bulk Operations drop-down listbox

Components that belong to this set

Checkboxes for selecting components for bulk operation

3. Click on the appropriate checkbox(es) for the components whose selection status you wish to update.
4. From the Bulk Operations drop-down, select Selection Status, as shown:

Checks in checkbox indicate component is selected

“Selection Status” from Bulk Operations

A CATS wizard pops up, stepping you through the process of changing the component selection status.

5. After reviewing permissions, the wizard displays a window with a drop-down list for selecting the desired selection status for the component(s) you selected.

If you have the permission required to act on all of the records, you can **Continue** and you will modify them all. If you only have permission to modify some of the records, only those records will be modified if you click **Continue**. If you don't have permission to modify any of the records, your only option is to click **Quit**.



Following is a sample of the Selection Status drop-down listbox:

The screenshot shows a 'Selection Status' dropdown menu with the following options: 'Choose...', 'Targeted', and 'Not Targeted'. The 'Targeted' option is highlighted with a blue selection bar.

6. Choose "Targeted" from the drop-down listbox, and then click **Continue**.

The wizard responds that there is no additional information required for this process, and then displays a Results screen acknowledging that the operation was a success.

Click **Return**. The wizard will return you to the Sets Record screen. Within a few seconds, the component(s) in the Components In This Set list are updated to show a Lifecycle of “Targeted,” indicating you are finished with this operation.

Following is an example of the refreshed Sets Record screen with an updated list of components. The two components that were selected for updating the selection status now reflect the Targeted lifecycle, as shown:

Component's lifecycle updated to Targeted

Adding a Publisher

If ITHAKA does not have a relationship with the publisher associated with the set you're inviting, you need to add the publisher to CATS.



If ITHAKA already has a relationship with the publisher and that publisher exists in CATS, you can skip the Add a Publisher step.

To add a publisher:

1. Click the Publisher global tab to display the Publishers List screen.

To determine if the publisher already exists, use the filter fields to filter the current list of publishers. For example, you may choose to type in a publisher's name or a partial name to narrow the list. Following is an example of a filtered Publishers List screen.

Filter the list based on Publisher Name

Name	Sales	Organization Type	Country	Last Outreach Date	Logo	Tax Form	Wholesaling	ID	Data Modified
Northwestern	None	None	None	None	None	None	No	279279nrx225v7	2010/11/04 19:07:31
Society for Northwestern Law and History	Copyright Holder, Licensee, Revenue Sharing/Payer	Migrated as Null	Migrated as Null	No	279279nrx225vws	2010/11/04 19:04:52			
Northwestern University Journal of Criminal Law and History	Revenue Sharing/Payer	Migrated as Null	Migrated as Null	No	279279nrx225v7	2010/11/04 19:04:52			
Northwestern University	Copyright Holder, Licensee, Revenue Sharing/Payer	Migrated as Null	Migrated as Null	No	279279nrx225v7	2010/11/04 19:04:52			

- Click the Create Publishers button

The Create Publishers wizard launches, prompting for the publisher's name, country, and organization type, as shown:

Required fields for describing the publisher

Enter the new value to apply to the publisher record.

1. Change **2. Additional** **3. Results**

Name	<input type="text"/>
Country	<input type="button" value="None..."/>
Organization Type	<input type="button" value="None..."/> <div style="background-color: #ffffcc; padding: 5px;"> None... Publisher: Commercial Publisher: University Press Publisher: Independent Scholarly Society/Association Museum/Library Academic Institution Nonprofit Research Organization/Government Entity Independent </div>

- In the Name field, type the name the publisher typically uses.
- In the Country field, use the drop-down listbox to select the country the publisher's primary business operates out of.

The Country list is long; therefore, after clicking on the country listbox, you may want to type the first letter of the country you are looking for. This will automatically advance to the part of the list containing countries that start with the letter you typed.



5. In the Organization Type field, use the drop-down listbox to select the type of organization the publisher most closely resembles, then click **Continue**.

The wizard displays a screen with additional fields for describing this publisher, as shown:

Additional fields for describing the publisher.

Remember to scroll the list.

Create Publishers	
1. Change 2. Additional 3. Results	
Enter the new value to apply to the publisher record.	
Display Name	<input type="text"/>
Contact Information	<input type="text"/>
Talisma ID	<input type="text"/>
Logo	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Last Outreach By	<input type="text"/>
Outreach Note	<input type="text"/>
Logo Problem	<input type="text"/>
<input type="button" value="Quit"/> <input type="button" value="Save"/>	

6. Use the following information to fill in the field information:

- **Display Name:** CATS will always use the value provided in the Name field (specified in the first screen of the wizard) for displaying the publisher name in CATS. If the publisher wants to use a different name on JSTOR public, enter it here.
- **Contact Information:** The name of Content Development's primary contact(s) at the publisher.
- **Talisma ID:** The unique identifier of the Talisma record that contains detailed contact information for the primary contact at the publisher.
- **Logo:** Select Y(es) or N(o) to indicate whether we have received a copy of the publisher's logo for use on JSTOR public.
- **Last Outreach By:** The name of the Content Development team member who contacted the publisher most recently.
- **Outreach Note:** A freeform text field for storing notes about any outreach made to the publisher.
- **Logo Problem:** A freeform text field for documenting any problem opening or using the logo file provided by the publisher.
- **Tax Form Status:** Use the drop-down listbox to choose either Sent or Received indicating if the tax form has been sent to the publisher or received back from the publisher.

- **Tax Withholding Percent:** A numeric percent value indicating the amount of tax to be withheld from revenue sharing for the publisher.
7. After filling in all available information, click **Save**.
- The wizard displays a Results screen acknowledging that the operation was a success.
8. Click **Return** to return to the Publishers List screen, where the new publisher will appear at the top of the refreshed list, as shown:

New publisher appears at the top of the refreshed list

The screenshot shows the CATS Publishers list interface. At the top, there are tabs for Collections, Sets, Components, Publishers (which is selected), Contracts, Orders, Shipments, and More Options. Below the tabs is a search bar and a 'Request a Report' button. The main area is titled 'Publishers (4)' and shows a table with columns: Name, Roles, Organization Type, Country, Last Outreach Date, Logo, Tax Form, Whitholding, ID, and Date Modified. The table contains four rows. The first row, 'northwestern', is highlighted with a red border. An orange callout box points to this row with the text 'New publisher appears at the top of the refreshed list'. The other three rows represent different entities: 'Northwestern Law Review', 'Northwestern University Press', and 'Northwestern University (Journal of Criminal Law and Criminology)'. The bottom of the screen shows navigation buttons for 'Previous' and 'Next'.

Inviting the Set

Now you are ready to actually create the invitation in CATS.

To create the invitation:

1. Click Invitations, which is available from the More Options global tab, as shown:

Select Invitations from the More Options global tab

The screenshot shows a dropdown menu titled 'More Options' with a blue header. The menu items are: More Options, Disciplines, Invitations (which is highlighted with a red box), Order Problems, Moving Wall Flips, Contract Details, Wall Details, Wall Overrides, Publisher Roles, Riders, Digitization Vendors, Source Sent To Hcl, and Title Relationships.

An Invitations List screen like the following will be displayed:

Lifecycle	Outcome	Negotiator	Reason Declined	On Hold	Publisher ID	Set ID	Date Modified
New	new	new	None	No	27927/grnch237030	27927/grnch237030	2010/10/15 08:00:00
New	new	new	None	No	27927/dcs26hz06	27927/dcs26hz06	2010/10/14 14:43:39
New	new	new	None	No	27927/dcs26hz17	27927/dcs26hz17	2010/10/14 13:33:34
New	new	new	None	No	27927/dcs26hz18	27927/dcs26hz18	2010/10/14 14:44:40
New	new	new	None	No	27927/dcs26hz19	27927/dcs26hz19	2010/10/14 14:40:09
New	new	new	None	No	27927/dcs26hz20	27927/dcs26hz20	2010/10/14 12:07:07
New	new	new	None	No	27927/dcs26hz21	27927/dcs26hz21	2010/10/08 10:31:31
Completed	Declined	new	Agreement Conflict	No	27927/dcs26hz22	27927/dcs26hz22	2010/10/08 20:57:42

If you already happen to be on the Set Record screen, you can also invite a set from the Set Record screen by clicking on the Rights internal tab. Scroll down in the main panel to the list of Invitations for This Set near the bottom of this screen. Keep in mind, though that if you create an invitation from the Set Record screen, CATS doesn't pre-populate the set as a parent for you.



2. Click the **Create Invitations** button to launch the wizard for creating a new invitation.
3. The first screen in the Create Invitations wizard displays a list of sets, with a field and button near the top for filtering the sets, as shown.

Use this field and button combination to filter the list of sets

Select one set using the checkbox fields

ID	Name	Lifecycle	Extent (Dates)	On Hold
27927/grnch237030	Resolved: Debater Resolution	Targeted	1928 -	No
27927/dcs26hz06	Debater Resolution	Targeted		No
27927/dcs26hz17	Red Robot Review	Targeted		No
27927/dcs26hz18	Test - Component	Rights Obtained		No
27927/grnch233c4v	Journal of American History	Released	June 1964-	No
27927/dcs26hzxt	Green Robot	New		Yes
27927/grnch236dzh	CAT-321	Review Started		No

4. Using the filter field and button combination, filter the list of sets to assist in locating the one you're looking for, as shown:

Create Invitations

1. Set → 2. Publisher

Choose one of the followings Set(s).

Sets (4155)

ID	Name	Lifecycle	Extent (Dates)	On Hold
<input type="checkbox"/> 27927/grnch237030	Resolved:	Targeted	1928 -	No
<input type="checkbox"/> 27927/dcs26hvd6	Debater Resolution	Targeted		No

5. Using the checkbox field, select one set in the list and then click **Continue**.



Unlike checkbox fields on some other CATS screens, here you can only click one checkbox. If you try to click a second selection, the checkmark will disappear from the first selection.

A list of publishers is displayed, with a field and button near the top for filtering the publishers, as shown.

Create Invitations

1 Set → 2. Publisher → 3. Additional → 4. Results

Choose one of the followings Publisher(s).

Publishers (1063)

ID	Name	Organization Type	Country
<input type="checkbox"/> 27927/dcs26hzc2	Robotics Society	Independent	Belgium
<input type="checkbox"/> 27927/dcs26hxtw	Pub test BK	Publisher: Commercial	United States
<input type="checkbox"/> 27927/dcs26hvr1	Publisher UC	Publisher: University Press	Australia
<input type="checkbox"/> 27927/dcs26hqm9	Publisher Harish	Publisher: Independent	Antigua and Barbuda
<input type="checkbox"/> 27927/dcs26hpv7	Foundation of Phil	Independent	Antarctica
<input type="checkbox"/> 27927/grnch223312	University of Chicago Press	Publisher: University Press	United States
<input type="checkbox"/> 27927/dcs26hbqz	Jim Sherwin,	Independent	United States

Quit Continue

6. Filter the Publisher list using the filter field and button combination
7. Use the checkbox field to choose one Publisher from the resulting list. Click **Continue**.

A drop-down list is displayed for selecting the Content Development Negotiator who is responsible for this invitation.

The screenshot shows the 'Create Invitations' interface. At the top, there are three tabs: '1. Set', '2. Publisher', and '3'. The third tab is highlighted in blue. Below the tabs, a message says 'Enter the new value to apply to the creation record(if any.)'. A dropdown menu is open under the 'Negotiator' field, with the placeholder 'Choose...' at the top. A list of names is visible in the dropdown, including alarson, aray, bchin, jsherwin, kharto, larson, lmikulka, mdavid, mpugh, nrota, rrajan, skim, and tokoh. The cursor is hovering over the dropdown menu.

8. Choose the appropriate Negotiator from the drop-down list and then click **Save**.

A Results screen is displayed showing details about the set you invited.

9. Click **Return** to return to the Invitations List screen, where the new invitation appears in the list of existing invitations.

The screenshot shows the 'Invitations' list screen. A new orange box highlights the first row of the table, which represents a newly created invitation. An orange callout points to this row with the text: 'New invitation record appears at the top of the Invitations List screen'. The table has columns for Lifecycle, Outcome, Negotiator, Reason Declined, On Hold, ID, Publisher ID, Set ID, and Date Modified. The first row shows 'None', 'None', 'alarson', 'None', 'No', '276274ec3d9f470', '276274ec3d9f23312', and '2010/11/16 17:30:17' respectively. The rest of the table contains other invitation records with various statuses like 'New', 'Declined', and 'Sent'.

Updating the Invitation Lifecycle

As soon as you send the actual invitation, the invitation record's lifecycle should be updated from NEW to SENT. This section instructs you on how to update the Invitation Lifecycle to SENT; however, you can

use these same instructions again later, when you want to update the Invitation Lifecycle to one of the other statuses, like NEGOTIATION or COMPLETED.

To update the invitation lifecycle:

1. Click on Invitations from the More Options global tab.
2. Locate the specific invitation in the list and click anywhere on that invitation.

The Invitation Record screen is displayed with the Invitation Information internal tab visible, as shown:



You can also access the invitation from the Set Record screen, by clicking on the Rights internal tab. A list of invitations appears near the bottom of the main panel.

3. In the Badge area, click on the Edit icon in the Lifecycle field.

The Lifecycle wizard launches, first reviewing permissions, then, displaying a drop-down list of Lifecycle choices, as shown below:

4. Select the appropriate Lifecycle for this invitation (in the case of this example, select “Sent”) and click **Continue**.

The Lifecycle wizard advances to a screen for selecting the date the invitation was sent, as shown:

This screenshot shows the 'Lifecycle' wizard step 1. The title bar says 'Lifecycle'. A progress bar at the top right indicates '1. Permissions' and '2. Ch...'. The main area has two input fields: 'Date Sent' (containing '2010/11/17') and a calendar icon. Below these fields is a note: 'Enter the new value to apply to all the eligible records you selected.'

5. Type in the date the invitation was sent (YYYY/MM/DD format) or use the calendar icon to display a pop-up calendar for selecting the date. Then, click **Continue**.

The Lifecycle wizard displays a screen that recaps the lifecycle selection.

6. Click **Return**.

The wizard will return you to the Invitations Record screen. The screen will refresh and the new Lifecycle setting and the date you selected in the wizard will be displayed in the Invitations Record screen, as shown:

This screenshot shows the 'Invitations' record screen. On the left, there's a sidebar with a note: 'The Lifecycle field and the Date Sent field should now reflect the new settings'. The main area shows an 'Invitation Information' form for record 27927/dcs26hzh0. The 'Lifecycle' field is set to 'Sent' and the 'Date Sent' field is set to '2010/11/17'. Other fields like 'Reason ITHAKA is invitee' and 'Reason Declined' are set to 'None'. A note on the right says 'Notes Newest First'.

CHAPTER 5:

Working with Contracts

After a publisher has accepted the invitation for some or all components in one or more sets to participate in JSTOR, we enter into a contractual agreement with that publisher. Content Development Negotiations is responsible for the initial creation of a contract record as well as creating and updating all the contract details—records that connect an individual component to a contract. This chapter presents the steps you need to accomplish both of these tasks. In addition, this chapter explains how to terminate an entire contract or just a contract detail within a contract.

Creating a Contract

In this section, you'll learn the basics for creating a new contract, which also includes associating components to that contract, activating the contract for the first time, and updating the acquisitions kick-off information for the associated set.

To create a contract:

1. Click the Contracts global tab to display the Contracts List screen, as shown:

The screenshot shows the CATS interface with the 'Contracts' global tab selected. The main area displays a list of existing contracts. An orange callout points to the 'Create Contract' button in the top right corner of the list table. Another orange callout points to the 'Contracts' global tab at the top left. The list table has columns for Lifecycle, Outcome, Publisher Name, Contract Version, Contract Date, Revisions, PDF, Publisher ID, Set Count, ID, and Date Modified.

Lifecycle	Outcome	Publisher Name	Contract Version	Contract Date	Revisions	PDF	Publisher ID	Set Count	ID	Date Modified
None	None				No		292796c209n1		292796c209p2	2010/11/17 13:42:17
Active	Robotic Society	IV12.14.05		2010/11/16	Yes		292796c209n2	0	292796c209q3	2010/11/16 15:32:22
Terminated	Withdrawn	Publisher Harsh	4.5	2010/11/17	No	withdrawn	292796c209n4	0	292796c209p5	2010/11/16 13:37:56
New		Eastern State Archeological Foundation			No		292796c209n42		292796c209p50	2010/11/16 11:26:58
Active	Publisher UC	1.1		2010/11/16	No		292796c209n61	2	292796c209p61	2010/11/15 15:23:19
New	Publisher Harsh				No		292796c209n69	0	292796c209p69	2010/11/15 12:09:32
New	University of Chicago Press				No		292796c209n102		292796c209p102	2010/11/11 11:41:17
New	Social JusticeGlobal Options				No		292796c209n104		292796c209p104	2010/11/11 11:41:00
New	Test - Tenant 3				No		292796c209n106	0	292796c209p106	2010/11/10 13:16:50
Terminated	Signed New Contract	Test - Tenant 3	3.0	2010/11/09	No		292796c209n107	0	292796c209p107	2010/11/10 13:16:14
Active	Publisher Harsh				No		292796c209n108		292796c209p108	2010/11/10 13:16:09
Active	Foundation for Free Press	IV 12.44.44		2010/11/09	No		292796c209n109	1	292796c209p109	2010/11/10 13:16:08
Terminated	Signed New Contract	Test - Tenant 3	V 3.31.00	2010/11/08	Yes		292796c209n110	0	292796c209p110	2010/10/30 10:30:02
Terminated	Transferred	University of Chicago Press	V 3.31.00	1998/07/09	Yes		292796c209n112	0	292796c209p112	2010/10/29 15:30:31
New	Jen Shover, Inc.				No		292796c209n114	1	292796c209p114	2010/10/29 15:30:07
Terminated	Transferred	Australia New Zealand American Studies Association	IV-30401	2010/11/02	No		292796c209n116	2	292796c209p116	2010/10/26 23:55:50
Active	Carleton University Press	V1.24.04*changes UPPALEchanges	2005/04/07		Yes		292796c209n117	3	292796c209p117	2010/10/05 09:07:31
Active	Society of Vertebrate Herpetologists	11.24.04*changes	2005/08/11		Yes		292796c209n118	77	292796c209p118	2010/10/05 09:07:30
Active	American Association for the Advancement of Science	V 3.31.98	1998/05/29		Yes		292796c209n119	2	292796c209p119	2010/10/05 09:07:28
Active	Royal Society of Edinburgh	V 3.31.98	1998/02/05		Yes		292796c209n120	4	292796c209p120	2010/10/05 09:07:24
Active	Robert W. McMurtry, et al., of Columbia, a body corporate, contracting on behalf of the University of Alberta, and the University of Alberta, acting through its Faculty of Law, for the benefit of MAA	V1.24.04*changes	2005/04/10		Yes		292796c209n121	1	292796c209p121	2010/10/05 09:07:24
Active	Presses Universitaires de France	Presses Universitaires de France/V1.24.04 * changes	2009/03/07		Yes		292796c209n122	17	292796c209p122	2010/10/05 09:07:24
Active	Oxford University Press	V 3.21.01	2003/04/04		Yes		292796c209n124	24	292796c209p124	2010/10/05 09:07:22
Active	Public Library of British Columbia	V 3.31.98	1998/11/12		Yes		292796c209n126	1	292796c209p126	2010/10/05 09:07:21
Active	Society for the Scientific Study of Religion	Blackwell v1.16.03	2004/06/17		Yes		292796c209n127	1	292796c209p127	2010/10/05 09:07:19



There are two skins available from the Contracts List screen—the Default skin and the Revisions skin. For the purposes of creating a contract, we'll work in the Default skin. You can use the Revisions skin to search the full text of revised sections of the contract when negotiating a new contract.

2. Click the **Create Contract** button to initiate a wizard for creating a new contract.

The wizard begins by displaying a list of Publishers:

Search field and Go button to narrow the list of publishers

Create Contract

1. Choose 2. Results

Choose one of the following Publisher(s).

Search by Publisher name: Go

Publishers (1033)

ID	Name	Organization Type	Country
27927/dcs1s3sfy	American Association of Teachers of Italian	Migratedasnull	Migratedasnull
27927/dcs1s3v6d	MELUS	Migratedasnull	Migratedasnull
27927/dcs1s3vz2	Hofstra University	Migratedasnull	Migratedasnull
27927/dcs1s3w00	Twentieth Century Literature	Migratedasnull	Migratedasnull
27927/dcs1s3wx1	New England Quarterly, Inc.	Migratedasnull	Migratedasnull
27927/dcs1s3xcr	Washingtonpost.Newsweek Interactive, LLC	Migratedasnull	Migratedasnull
27927/dcs1s3xxg	Council on Foreign Relations	Migratedasnull	Migratedasnull

Quit Continue



You can filter the list of Publishers by typing a publisher name or partial publisher name in Search by Publisher Name field and clicking the **Go** button.

3. Select a Publisher in the list, then click **Continue**.

The wizard displays a Results screen that confirms the publisher you selected from the list.

4. Click **Return** from the Results screen to return to the Contracts List screen. Within seconds the list will refresh to include the new contract you just created.



If the list of contracts is long, you may need to scroll the list or use the filter fields at the top of the list to locate the new contract you just created.

Associating Components with a Contract

Once a contract is created, you must associate one or more component(s) with the contract by creating one contract detail for each component covered by the contract.



You can associate components with a contract before or after you activate the contract. It's easiest to add all the components that signed up with the initial contract before activating it, but you can always add more components later. For example: you can add components when a publisher adds a journal to its existing contract).

To associate a component with the contract:

1. Click the Contracts global tab to display the Contracts list page.

The screenshot shows a table titled "Contracts (830)" with columns for Lifecycle, Outcome, Publisher Name, Contract Version, Contract Date, Revisions, PDF, Publisher ID, Set Count, ID, and Date Modified. The table lists numerous contracts from various publishers, including Northwestern Law Review, Publisher UC, and University of Chicago Press, with their respective details and status.



If you just created the contract that you're adding, you'll want to use the filter fields to filter for contracts with a Lifecycle of "New"; otherwise, you can scroll through the list or use the filter fields to designate other logical criteria for finding the contract.



BULK OPERATION: You can also associate a contract with a *set* via a bulk operation on the Set List screen. And you can also associate a contract with a multiple components via a bulk operation on the Components List screen or anywhere a List of Components appears, for example in the main panel of the Set Record screen.

- Click on the specific contract from the Contracts list page

A Contract Record screen is displayed, defaulting to the Contract Information internal tab. Since you are in the process of creating the contact, many of the fields are still blank, as shown:

The screenshot shows the ITHAKA | CATS interface for managing contracts. The top navigation bar includes links for Collections, Sets, Components, Publishers, Contracts (which is the active tab), Orders, Shipments, and More Options. Below the navigation is a search bar. The main content area displays a single contract record with the identifier 27927/dc26j13h. The left sidebar contains basic contract details: Record Type (Contracts), Lifecycle (new), Outcome (None), Publisher ID (27927/dc26j13h), Publisher Name (Northwestern Law Review), Contract Version (1.0), Contract Date (Blank), Revisions (No), PDF (Blank), and Set Count (0). The right sidebar shows 'Contract Details' and 'Notes' sections, both currently empty. At the bottom of the main content area, there are 'Save' and 'Cancel' buttons, and a prominent orange 'Add Contract Details' button. The entire interface has a clean, modern design with a light blue header and a white body.

- To associate a component with the contract, click the **Add Contract Details** button.

The Add Contract Detail wizard is launched, beginning with a permissions window that indicates if you have permission to create the contract details. Review the permissions information and click **Continue**.

What if I do not have permissions to add the contract details? If you do not have appropriate permissions to create contract details, you'll have to click **Quit** and create a CM Tracker JIRA ticket (discrepancy.jstor.org) to inquire about getting the correct permissions.



The Create Component Details wizard advances to the Choose screen, showing a drop-down field for choosing whether to add the contract details to a single component or all of the components in a set.

Create Contract Details

1. Permissions 2. Choose

Additional Information is required:

Add this Contract to a:

Choose

Choose

Set

Component

4. Click the drop-down arrow and select Component or Set, based on the following guidelines:
 - Select “Component” when you want to associate just one component in a set with a contract. For example: Select “Component” when a journal that's already covered by a contract changes titles and gets a new component, so you can add the new component to the existing contract. Another reason to select “Component” is when you want to add all the components in a set to the contract, but some of them are only partially covered by the contract.
 - Select “Set” when you want to add all of the content of all of the components in the set to the same contract at the same time. Most of the time, you'll add contract details for the whole set at once.

5. Click **Continue**.

The wizard displays a list of components and a Search by Name field and **Go** button to narrow the list, as shown:

Search by Name and Go button for narrowing the list of components

List of available components

Create Contract Details

1. Permissions 2. Choose 3. Select 4. Main 5. Additional 6. Results

Select the Component you want to add to:

Search by name: Go

Components (5975)

ID	Name	Lifecycle	Sets	Date Range	Print ISSN	On Hold
27927/dcs1n6nx	Journal of Health and Social Behavior	Released	Journal of Health and Social Behavior		0022-1465	false
27927/dcs1n6tb	Journal of Health & Human Behavior	Released	Journal of Health and Social Behavior	1960-1966	0095-9006	false
27927/dcs1n7jx	Journal of Higher Education	Released	Journal of Higher Education		0022-1546	false
27927/dcs1n871	Journal of Industrial Economics	Released	Journal of Industrial Economics		0022-1821	false
27927/dcs1n8z5	Journal of Money.	Released	Journal of Money.		0022-2879	false

Quit Continue

6. Using the Search by Name field and **Go** button, locate the component you wish to associate with the contract.
7. Click on the checkbox next to the component you wish to select, then click **Continue**.

The wizard advances to a screen where you indicate if there are Publisher Sales Services (PSS) Exclusions and if this contract covers all or part of the component, as shown:

Create Contract Details

1. Permissions Results 2. Choose 3. Select 4. Main 5. Additional 6.

Enter Contract Information:

PSS Exclusions: Choose... ▾

Covers All/Part of Component: Choose... ▾

8. Choose the PSS Exclusions and the Covers All/Part Of Component options, based on the following information:
 - **PSS Exclusions:** Use the drop-down listbox choices to indicate Yes if the publisher has agreed that the component will participate in PSS but needs to exclude some specific articles (usually due to rights restrictions); otherwise, select No.
 - **Covers All/Part of Component:** Use the drop-down listbox to select All if this contract will cover the entire component or Part if part of the component is owned by another publisher.
9. Click **Continue**.

If you selected “Yes” to PSS Exclusions and/or “Part” to the Covers All/Part field, the wizard will display an additional screen asking you to describe the excluded articles and/or the part of the component that is covered by this contract, as shown below:

Create Contract Details

1. Permissions 2. Choose 3. Select

Additional Information is required:

PSS Excluded Articles:

Content Covered:

10. If necessary, fill in the information for the PSS Excluded Articles and the Content Covered. Click **Continue**.

The wizard advances to the Results screen to display the record information you just changed.

11. Click **Return** to return to the Contract Record screen, where the new contract detail you've just defined will be listed on the Contract Information internal tab.

The new contract detail appears here on the Contract Record screen

Making Contract Revisions

Before a publisher agrees to sign a contract, the publisher may want to specify special contract stipulations that are different from the standard JSTOR contract template. For example, the publisher may want to specify that all contract disputes will be resolved in French court instead of U.S. court. Or perhaps they want explicit permission to reprint articles from JSTOR for their private collection of published material.

If the publisher's stipulations are approved by ITHAKA's Collection Development and the Legal Department, they go into the final contract that ITHAKA signs with the publisher.

For productivity sake, Content Development has a vested interest in recording *approved* contract changes in CATS after the contract has been signed. That way, they can more easily look up changes if there's a contract dispute. Also, by having the contract changes logged in CATS, Content Development can use these changes as a model if another publisher wants to do something similar. This saves them the trouble of recreating contract language that the Legal department has already approved.

This section explains how to search for existing contract revisions in CATS and how to input contract revisions into CATS.

Searching for Existing Contract Revisions

Content Development can search for existing contract revisions in CATS. Typically, they may do this when they're researching to clear up a contract dispute or to find existing, approved contract changes to use as a template if another publisher wants to do something similar.

To search for contract revisions in CATS:

1. Click on the Contracts global tab to display the Contracts List screen.

2. Click on the Default Skins listbox to select the Revisions Skin.

Following is an example of a partial Contracts List when the Revisions Skin has been selected.
Note that some of the fields on the right-hand side of the screen have been deleted to fit the page:

Blank cells indicate contract sections that do not have any changes logged in CATS

Contract section columns with text in them indicate sections that have changed from the standard contract template

Contracts (830) - Revisions Skin																																		
Actions		Database		Publisher Name		Contract Type		Notices		FAT		On Hold		Procedure		Contractors		Governing Law		Presentation and Distribution		Intellectual Property Ownership		Lender Transcripts		Sign On		Minimum Marketing		Confidentiality		Delivery of IT		
New	New	Mitteleast Law Review		No				No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Publisher UC			No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Active	Robotics Society	191244.05	20081128	Yes		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Terminated	Mitteleast	Publisher Health	4.5	20081127	No	Terminated	No	No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Eastern States Archival	Eastern States Archival		No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Active	Publisher UC	1.1	20081128	No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Publisher Health			No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
New	University of Oregon Press			No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Academy Assessment Services			No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Tech - Iteration 2			No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Terminated	Signed New Contract	New - Iteration 2	3.0	20081128	No	No	No	No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Publisher Health			No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Active	Foundation of the	191244.04	20081128	No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Terminated	Signed New Contract	Test - Iteration 2	1.0	20081128	Yes	No	No	No		No		No		No		No		No		No		No		No		No		No		No		No		
New	University of Oregon Press	v 3.0-00	19880928	Yes		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Terminated	Transferred	University of Oregon Press	v 3.0-00	19880928	Yes	No	No	No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Job Share Inc.			No		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Terminated	Transferred	Academy of Teacher Association	v 3.0-00	20081128	No	No	No	No		No		No		No		No		No		No		No		No		No		No		No		No		
New	Coverage University Press on behalf of the Board of Directors	191244.07	20080907	Yes		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Active	Georgia Institute of Technology	11.24.04charges	20080801	Yes		No		No		No		No		No		No		No		No		No		No		No		No		No		No		
Active	Admiralty Association for the Advancement of Science	v 3.0-00	19880828	Yes		No		No		No		No		No		No		No		No		No		No		No		No		No		No		

3. Using the filter fields, narrow the list of contracts based on specific contract criteria.

For example, you may choose to use the filter field in the Governing Law column to search for the word "France" or the Notices column to search for "by hand" to discover specific contract revisions pertaining to either of these topics.

4. Locate the contract(s) you're interested in reviewing

5. You can scroll through the contract revisions from the Contracts List screen or click on a specific contract in the Contracts List screen to display the Contract Records screen for that contract. If you click on the Revisions internal tab, you can get a close-up view of all the sections of the contract that have revisions.

Logging Contract Revisions in CATS

If the publisher's stipulations are approved by ITHAKA's Collection Development and the Legal Department, they go into the final contract that ITHAKA signs with the publisher. At that point, Collection Development uses Word's Compare feature to produce a marked up copy of the new contract, one that shows where all the additions, revisions, and deletions have taken place.

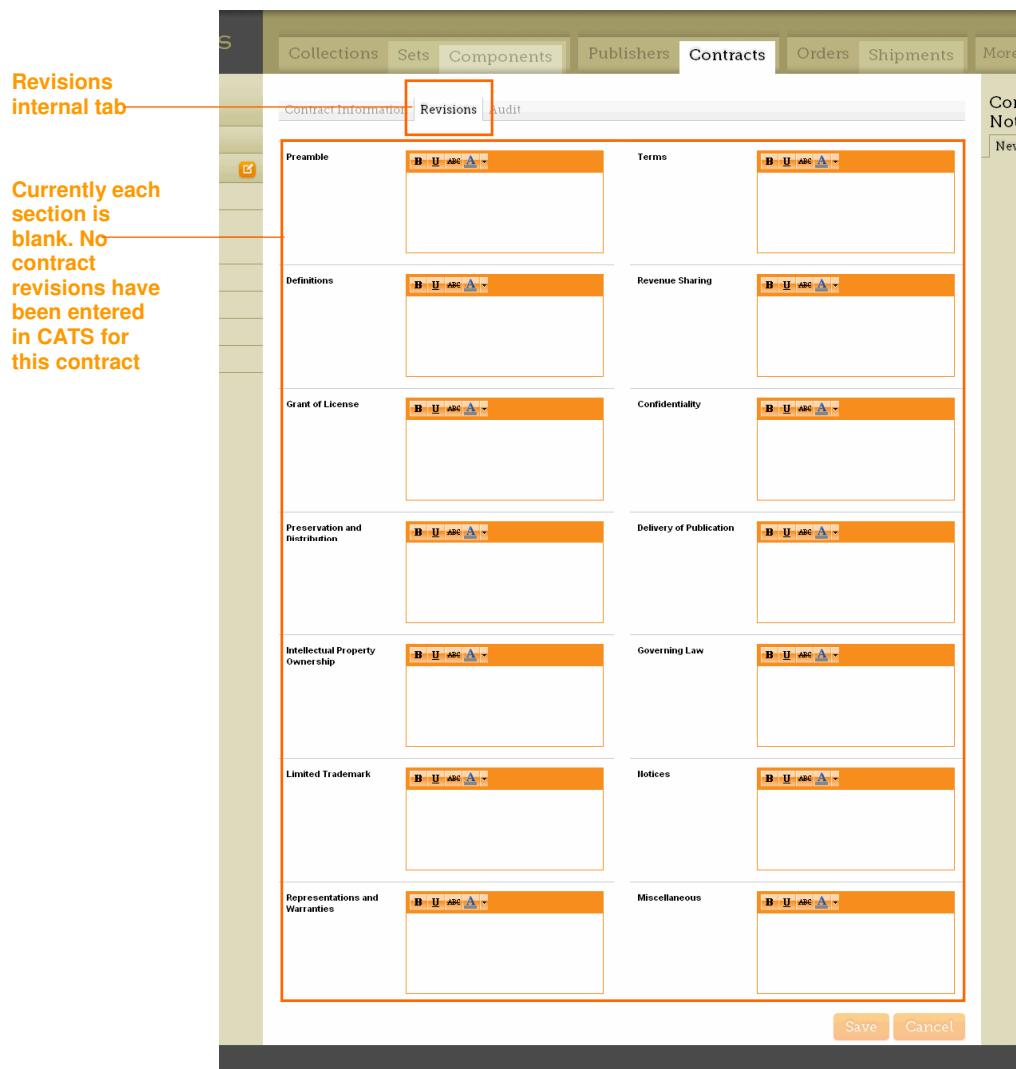
After identifying which contract paragraphs have changes, Collection Development then copies and pastes every paragraph that has changes into CATS and reproduces the revision formatting so that, within CATS, the changes are evident.

To log contract revisions into CATS:

1. Click on the Contracts global tab to display the Contracts List screen.
2. Using the filter fields, narrow the list of contracts based to make it easier to locate the contract you're interested in logging the revisions for.
3. Click on the contract record you wish to revise.

The Contract Record screen is displayed for that record. The default display is on the Contract Information internal tab.

4. Click the Revisions internal tab to display the area of the record where you can log revision copy, as shown next:



5. Identify a section of the document that needs changing, for example, the Notices section.
6. Using the Word document containing the contract, copy the original Notices section.
7. Now paste the Notices contract section into the Notices cell on the Revisions internal tab page of the Contract Record screen.

Following is an example of the original contract copy about Notices after it is pasted into the Notices cell on the Contract Record screen, Revisions internal tab page.

Black text indicates contract text after it's pasted in but before it has been changed

Notices
Notices may be delivered by hand, by overnight carrier, or shall be deemed to be received within five (5) business days after mailing if sent by registered or certified mail, postage prepaid. Notices delivered by hand shall be deemed to be received on the day of delivery, and notices delivered by

8. Using the text editing tools at the top of the Notices cell, mark up the Notices copy so that it reflects all the changes that were approved. For example, the following example shows inserted text and strikeout text:

Use the text editing tools to make edits to the contract text

Notices
of delivery, and notices delivered by overnight carrier shall be deemed to be received one (1) <ins>two (2)</ins> business days after delivery to the overnight carrier. If any notice is sent by facsimile, then confirmation copies must be sent as specified above. Either party may from time to time change its

Bold Strikethrough
Underline Text Color Selector

9. When you're finished pasting in all the sections that have contract changes and marking up all those changes, remember to click **Save**.

Following is an example of how the Revisions internal tab page looks when only the Notices section has contract changes:

The only contract section with Revisions is the Notices section

Activating a Contract for the First Time

Once a contract is created and has component(s) assigned to it, it's time to activate the contract for the first time. Activating a contract indicates that the publisher has signed the contract and the JSTOR Executive Director has countersigned it.

To activate a contract for the first time:

- From the Contracts List page, click on the contract you will be activating.



If you just created the contract that you're activating, you'll want to use the filter fields on the Contract List screen to filter for contracts with a Lifecycle of "New"; otherwise, you can scroll through the list or use the filter fields to designate other logical criteria for finding the contract you're activating.

The associated Contract Record screen is displayed.

- In the Badge area of the Contract Record screen, locate the Lifecycle field and click on the edit icon.

The Advance Lifecycle wizard is launched, beginning with a window confirming that you are advancing the lifecycle from NEW to ACTIVE. This window also has fields for entering the Agreement Date and Version, as shown:

Changing lifecycle from New to Active

Agreement Date and Agreement Version fields

Info

You are changing the lifecycle from **New** to **Active**

Agreement Date

Agreement Version

Some information is required to advance the lifecycle of the contract.

Quit Continue

3. In the Agreement Date field, type in the date (yyyy/mm/dd format) or use the calendar tool to select the date indicating when the contract was countersigned by the JSTOR Executive Director.
4. In the Agreement Version field, type in a version number for this contract (for example: IV 11.04.04), then click **Continue**.

The next wizard screen displays. At the bottom of this window, the associated contract details for this component are listed. Above the list of contract details is a drop-down listbox answering the question: Do you want to activate all of this contract's details?

Following is a sample of this screen:

Indicate if you wish to activate all of the contract's details

The contract details are listed here

Additional Info

Do you want to activate all of this contract's details?

Some information is required to advance the lifecycle of the contract.

Contract Details (1)

Publisher	Agreement Date	Agreement Version	Sets	Component Name	Contract Detail's Lifecycle	All or Part	Coverage	Effective Date
Northwestern Law Review	2010/11/30	V1 07.01.76	Resolved;	Resolved:	New	Part	Part covered by U of Chicago	

All contract details associated with the contract.

Quit Continue

5. Use the drop-down listbox to indicate Yes or No, you do or do not wish to activate all of this contract's details. Keep the following in mind when you respond to this question:

- If you select Yes, you the system will activate this contract and all of its contract details.
 - If you select Yes, you will not be able to reset the lifecycle of the contract, contract details, or components after you click **Continue**.
 - Select No if there are special rights circumstances that require you to make individual adjustments to the contract details or components. Activate the contract details individually after completing this wizard.
6. Click **Continue**.

If you selected No for activating all of the contract's details, click **Continue** to move immediately to the wizard's Results screen.

If you selected Yes for activating all of the contract's details, the wizard will further populate this Additional Info wizard screen to include a warning that reviews the points made in the previous step. This gives you a second chance to reconsider before confirming that you wish to activate all this contract's details.

In addition, if you selected Yes, there will be more contract detail fields to fill in, as shown:

If you select YES to activate contract details...

...The wizard displays warnings and additional fields

Additional Info

Do you want to activate all of this contract's details?

Some information is required to advance the lifecycle of the contract.

When you hit continue, the system will activate this contract and all of its contract details.

You will not be able to reset the lifecycle of the contract, contract details, or components after hitting continue. If there are special rights circumstances that require you to make individual adjustments to the contract details or component's rights information, select "No" above and activate the contract details individually after finishing this wizard.

Contract Details

Effective Date: 2010/11/30 System will use the contract's agreement date as the effective date for all contract details.

Some fields must be filled out on the components.

Fill in the additional info fields using these guidelines:

- **Effective Date:** This field defaults to the contract's agreement date as the effective date for all contract details, meaning this is the date when a particular contract starting covering some/all of the content in a component. You cannot change this value in this wizard.

Remember to scroll through this wizard window to bring all fields into view, like those listed next:

- **Participation Date:** Type a date (in YYYY/MM/DD format) or use the calendar icon to indicate the earliest date ITHAKA had the rights to digitize a component, even if those rights did not cover the entire component or the component was later transferred to a different contract.
- **Rights Obtained:** If you chose to activate the contract at the beginning of this wizard, this field displays Yes. You cannot change the value directly in this field. Instead, if you want to change Rights Obtained to No, you must change your selection for activating the contract to No.
- **Rights Exclusions:** The wizard defaults to No in this field, with a reminder that you can adjust the exclusions for individual components after completing the wizard.
- **Component CIL Release Status:** Use the drop-down listbox to indicate if Current Issue Linking (CIL) Release Status is: OK to Process, Released, or Not Applicable. You can also adjust CIL Release Status for individual components after completing this wizard.

If you selected YES to activate contract details, scroll more fields into view

Components	
Participation Date	2010/11/30
Rights Obtained	Yes
Rights Exclusions	No
Component CIL Release Status	Okay to Process

Some fields must be filled out on the components when the contract details are activated. The system will use the following values for all of the components listed in these contract details:

If there are special rights circumstances that require you to make individual adjustments to the contract details or component's, select "No" above and activate the contract details individually after completing this wizard.

You can adjust the exclusions for individual components after completing this wizard.

You can adjust CIL Release Status for individual components after completing this wizard.

All contract details associated with the contract.

Contract Details (1)

Quit Continue

The Additional Info wizard screen ends with the list of contract details for this component, as shown:

Regardless of selecting Yes or No for activating contract details, contract details display before you click Continue

Contract Details (1)									
Publisher	Agreement Date	Agreement Version	Sets	Component Name	Contract Detail's Lifecycle	All or Part	Coverage	Effective Date	
Northwestern Law Review	2010/11/30	V1 07.01.76	Resolved;	Resolved:	New	Part	Part covered by U of Chicago	2010/11/30	

Quit **Continue**

After filling in all the desired field values in the Advance Contracts Lifecycle wizard, click **Continue**.

A Results screen displays. The contents of this screen will be different depending on whether you previously selected Yes or No to activate the contract's details. Either way, it recaps the activities that took place as a result of your decision about activating the contract's details.

Following is a sample of the Results screen after selecting Yes to activate all of the contract's details:

The wizard Results screen recaps everything you accomplished with the wizard

Contracts (1)									
Lifecycle	Publisher Name	Agreement Version	Agreement Date	Set Count					
Active	Northwestern Law Review	V1 07.01.76	2010/11/30						

You changed the lifecycle to **Active** for the following contract:

Publisher	Agreement Date	Agreement Version	Sets	Component Name	Contract Detail's Lifecycle	All or Part	Coverage	Effective Date	
Northwestern Law Review	2010/11/30	V1 07.01.76	Resolved;	Resolved:	Active	Part	Part covered by U of Chicago	2010/11/30	

Contract Details (1)

You changed the lifecycle to **Active** and filled out the effective date as the **contract agreement date** for the following contract details:

Publisher	Agreement Date	Agreement Version	Sets	Component Name	Contract Detail's Lifecycle	All or Part	Coverage	Effective Date	
Northwestern Law Review	2010/11/30	V1 07.01.76	Resolved;	Resolved:	Active	Part	Part covered by U of Chicago	2010/11/30	

Components (1)

You toggled Rights Obtained to **Yes**, filled out the participation date as the **contract agreement date**, indicated that there is **no content excluded** from these rights, and changed the **CIL Release Status** for the following components:

Return

- Click **Return** to exit the wizard and return to the Contract Record screen, where a Lifecycle of Active should now appear in the badge area of the Contract Information internal tab screen. And,

depending on your decision to activate the contract details for this contract, the List of Contract Details will reflect

Other information you provided while advancing the lifecycle should also be reflected in this Contract Record—some on the Contract Information internal tab and some on the Revisions internal tab.

Contract Lifecycle is updated to Active

Contract Details may or may not be Active, depending on what you chose in the wizard

Activating / Updating the Contract Detail for a Component

A contract detail associates a component with a particular contract. As such, a contract detail record is concerned with information like the effective date of the contract for this component, how much of the component is covered by this contract, have rights been obtained, are there any rights exclusions, etc.:

Contract Details are available from the More Options global tab, as shown:



To activate a contract detail and/or update a contract detail:

1. Click the More Options global tab and select Contract Details to display a list of Contract Details like the following:

Publisher Name	Sets	Component Name	Lifecycle	Outcome	Effective Date	Covers All Part of Component	Content Covered	ID	Contract ID
<input type="checkbox"/> Northwestern Law Review	Resolved	Resolved	Active	2010/11/00	Part	Part covered by U of Chicago	27927/dcs26j1n	27927/dcs26j1n	
<input type="checkbox"/> Test - Iteration 3	Test - Component	Test - Component	Active	2010/11/17	All		27927/dcs26j1n6	27927/dcs26j1n6	
<input type="checkbox"/> University of Minnesota Press	Journal of Religion	The Hebrew Student	Active	2010/11/05	All		27927/gmc023kr	27927/gmc023kr	
<input type="checkbox"/> Publisher UC	Test - Component	Test - Component	New		All		27927/dcs26j0n	27927/dcs26j0n	
<input type="checkbox"/> Publisher UC	Test - Component	Test - Component	New		All		27927/dcs26j0n4	27927/dcs26j0n4	
<input type="checkbox"/> Robotics Society	Test - Component	Test - Component	Active	2010/11/16	Part	vol. 3 (1910) - vol. 10 (1917)	27927/dcs26j1n7	27927/dcs26j1n7	
<input type="checkbox"/> Foundation of Phil	Journal of Phil	Journal of Phil	Active	2010/11/09	All		27927/dcs26j1n8	27927/gmc023ewq	
<input type="checkbox"/> Foundation of Phil	Journal of Phil	Quarterly Review of Phil	Active	2010/11/09	All		27927/dcs26j1n9	27927/dcs26j1n9	
<input type="checkbox"/> Cambridge University Press	Gus Quarterly	Gus Quarterly	Active	2010/11/09	All		27927/dcs26j1n10	27927/gmc023grw	
<input type="checkbox"/> Cambridge University Press	Ozzy Journal	Ozzy Journal	Active	2010/11/09	All		27927/dcs26j1n11	27927/gmc023grw	
<input type="checkbox"/> Cambridge University Press	Ozzy Journal	Ozzy Journal	Active	2010/11/09	All		27927/dcs26j1n12	27927/gmc023grw	
<input type="checkbox"/> University of Chicago Press	Perls	Perls	Terminated	Transferred	2010/11/05	Part	vol. 3-100	27927/dcs26j1n13	27927/gmc024ows
<input type="checkbox"/> University of Minnesota Press	Supreme Court Review	Supreme Court Review	Active	Transferred	2010/11/05	All		27927/dcs26j1n14	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Journal of Consumer Research	Journal of Consumer Research	Active	Transferred	2010/11/05	All		27927/dcs26j1n15	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	History of Religions	History of Religions	Active	Transferred	2010/11/05	All		27927/dcs26j1n16	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Clinical Infectious Diseases	Clinical Infectious Diseases	Active	Transferred	2010/11/05	All		27927/dcs26j1n17	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Journal of Religion	Journal of Religion	Active	Transferred	2010/11/05	All		27927/dcs26j1n18	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Library Quarterly	Library Quarterly	Active	Transferred	2010/11/05	All		27927/dcs26j1n19	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Journal of Geography	Journal or Geography	Active	Transferred	2010/11/05	All		27927/dcs26j1n20	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Supreme Court Economic Review	Supreme Court Economic Review	Active	Transferred	2010/11/05	All		27927/dcs26j1n21	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Oasis	Oasis	Active	Transferred	2010/11/05	All		27927/dcs26j1n22	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Journal of Business	The Journal of Business of the University of Chicago	Active	Transferred	2010/11/05	All		27927/dcs26j1n23	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	International Journal of Plant Sciences	International Journal of Plant Sciences	Active	Transferred	2010/11/05	All		27927/dcs26j1n24	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	American Journal of Sociology	American Journal of Sociology	Active	Transferred	2010/11/05	All		27927/dcs26j1n25	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Journal of Religion	The Old Testament Student	Active	Transferred	2010/11/05	All		27927/dcs26j1n26	27927/gmc024kr
<input type="checkbox"/> University of Minnesota Press	Physiological and Biochemical Zoology	Physiological Zoology	Active	Transferred	2010/11/05	All		27927/dcs26j1n27	27927/gmc024kr

2. Use the sort/search row to type in a Component Name for the components whose contract details you wish to activate and/or update.
3. Click on the specific contract detail in the list.

The Contract Details Record screen is displayed, as shown:

Lifecycle field

4. Click the Edit icon next to Lifecycle in the badge area to begin the process for activating the contract details.

The Advance Contract Details Lifecycle wizard is launched, beginning with a permissions window that indicates if you have permission to advance the lifecycle for these contract details.

5. Review the permissions information and click **Continue**.

What if I do not have permissions to create the contract details? If you do not have appropriate permissions to create contract details, you'll have to click **Quit** and contact CM Tracker JIRA (discrepancy.jstor.org) to inquire about getting the correct permissions.



The wizard displays a drop-down listbox for choosing the lifecycle you wish to advance to, as shown:

A screenshot of the "Advance Lifecycle : Contract Details" wizard. The title bar shows "1 Permissions" and "2. Ch". The main area has a yellow header labeled "Lifecycle". Below it is a dropdown menu with three options: "Choose...", "Choose...", and "Active". The "Active" option is highlighted with a blue selection bar. A cursor arrow points to the "Active" option.

6. Use the drop-down field to select Active as the Lifecycle for these contract details, then click **Continue**.

The Advance Lifecycle wizard displays a screen for indicating the Effective Date and whether these contract details cover all or part of a component, as shown.

Advance Lifecycle : Contract Details

1. Permissions 2. Chang

Additional information required:

Effective Date 2010/11/30 

Covers All/Part of Component  Part

The Content Covered field is only visible if "Part" is selected in the field above

Content Covered 

7. Fill in the fields using the following guidelines:

- **Effective Date:** Type the date (yyyy/mm/dd format) or use the calendar icon to select the date for when a particular contract started covering some/all of the content in a component.
- **Covers All/Part of Component:** Use the drop-down listbox to select All or Part. If you select Part, a Content Covered field automatically appears in the wizard window for specifying what content is covered with this contract detail.
- **Content Covered:** If you select Part, the wizard automatically displays a freeform text field on the same screen for inputting the Content Covered

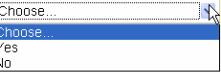
8. After all the field information is provided, click **Continue**.

The wizard displays another screen asking for additional information, beginning with Rights Obtained, as shown.

Advance Lifecycle : Contract Details

1. Permissions 2. Change 3. Additional 4. Results

Additional information required:

Rights Obtained 

-
-
-
-

9. Use the drop-down listbox to select Yes or No to indicate whether all the rights have been obtained for the component.



If you still need to add a contract with another publisher for some of the component's content before ITHAKA can begin digitizing the journal, select "No."

- If you select No in the Rights Obtained field, simply click **Continue** to go directly to the wizard Results.
- If you select Yes in the Rights Obtained field, additional rights-related fields are displayed in the same wizard window, as shown:

These fields are only visible if "Rights Obtained" value is Yes.

Excluded Range is only visible if "Rights Exclusions" value is Yes.

The screenshot shows the 'Advance Lifecycle : Contract Details' wizard window, specifically step 3. Additional. The 'Rights Obtained' field is set to 'Yes'. The 'Rights Exclusions' field is also set to 'Yes', which triggers the visibility of the 'Excluded Range' field below it. Other fields shown include 'Initial CIL Release Status' (Not Applicable) and 'Participation Date' (2010/12/14). Buttons at the bottom are 'Quit' and 'Continue'.

10. If you responded "Yes" to the Rights Obtained field, fill in the additional fields using the following guidelines:

- **Rights Exclusions:** Use the drop-down listbox to select Yes or No to indicate if there are any rights exclusions. If you select Yes, an Excluded Range field will be added to the bottom of the fields in this wizard window.
- **Initial CIL Release Status:** Use the drop-down listbox to indicate if Current Issue Linking (CIL) Release Status is: OK to Process, Released, or Not Applicable.
- **Participation Date:** Type in the date (yyyy/mm/dd format) or click on the calendar icon to indicate the earliest date when ITHAKA had the rights to digitize a component, even if those rights did not cover the entire component or the component was later transferred to a different contract. Participation Date records how long the component has been in JSTOR, or in the process of being added to JSTOR.
- **Excluded Range:** If this field is visible, it means that you've responded Yes to the earlier Rights Exclusions field. Excluded Range is a freeform field in which you can type the range of content (i.e., the range of publication units, including publication dates) representing contract sections that should be excluded.

When you are finished filling in all of the Rights Obtained fields, your screen might look like this before your click **Continue**.

Additional information required:

- Rights Obtained: Yes
- Rights Exclusions: Yes
- Initial CIL Release Status: Not Applicable
- Participation Date: 2010/12/14
- Excluded Range: All volumes, issue number 0.
These are their annual special editions

Buttons: Quit, Continue

After you click **Continue** from the Additional Info wizard screen, the wizard displays a Results screen.

- From the Results screen, click **Return** to return to the Contract Details Record screen.

Following is an example of the updated Contract Details screen showing that the Lifecycle has advanced to ACTIVE:

Lifecycle is updated to Active

Record Type: Contract Details
Child of: Contract (27927/dcs26j1n7)
Deleter Resolution
Publisher Name: Northeastern Law Review
Sets: Deleter Resolution, Deleter
Lifecycle: Active
Outcome:
Effective Date: 2010/11/30
Riders:

Contract Details Audit

Effective Date: 2010/11/30 PSS Exclusions: No
Covers All/Part of Component: Part PSS Excluded Articles:
Content Covered: Everything but Special Inserts Publisher Use of JSTOR: None
Termination Date: Reason ITHAKA is Deleter: None
Outcome: Save Cancel

Creating Publisher Roles for a Component

To create publisher roles:

- From the Component Record screen, click on the Rights internal tab.

Near the bottom of the Rights internal tab you'll see the Publisher's Role section, as shown:

Rights internal tab

Add Publisher Role button

- To create publisher roles, click the **Add Publisher Role** button in the main panel.

A Create Publisher Roles wizard is launched, listing the publishers in the system, as shown:

Filter field & button to narrow the list of publishers

Checkboxes for selecting a Publisher

ID	Name	Organization Type	Country
27927/dcs26hvr1	Publisher UC	Publisher: University Press	Australia
27927/dcs26hqm9	Publisher Harish	Publisher: Independent	Antigua and Barbuda
27927/dcs26hpv7	Foundation of Phil	Independent	Antarctica
27927/grnch223312	University of Chicago Press	Publisher: University Press	United States
27927/dcs26hbqz	Jim Sherwin, Inc.	Independent	United States
27927/dcs26h9pw	Test - Iteration 3	Publisher: Commercial	American Samoa
27927/grnch2367b0	Australia New Zealand American Studies	Migrated as Null	Migrated as Null

- Use the empty field and **Filter on Publisher Name** button to narrow the list of publishers.
- Click on the empty checkbox to the left of the ID field corresponding to the publisher for which you are creating the role, then click **Continue**

The wizard displays a drop-down Role list for selecting the role of this publisher (for example: licensor, copyright holder, etc) and another drop-down list for applying that change to All or Part of the component, as shown:

Create Publisher Roles

1. Choose Pub 2. Add

Enter the new value to apply to the publisher role.

Role	<input type="text" value="None..."/> 
All or Part of Component	
<input type="text" value="None..."/> 	
Licensor Publisher Society Copyright Holder Revenue Sharing Payee	

5. Choose a Role and select either All or Part.

Depending on what combination you select, other fields may pop up in the wizard window. For example, when you select “Part,” a freeform text field, called Coverage, displays so you can be specific when you select part of a component.

Create Publisher Roles

1. Choose Pub 2. Add

Enter the new value to apply to the publisher role.

Role	<input type="text" value="Copyright Holder"/> 
All or Part of Component	<input type="text" value="Part"/> 
Coverage	<input type="text"/>

6. After filling in all of the necessary publisher role field information, click **Continue**.

The wizard displays a permissions screen and then a results screen when the records are updated.

7. Click **Finish** to return to the Components Record screen, where the Publisher Roles area is updated to include the role you just created.

Debater Resolution

Record Type: Components

Child of: Debater.Resolution

ID: 27927dc29hvq

Lifecycle: Review Started

Title Relationships: Quarterly Journal of Speech absorbs Debater Resolution

American Speech is the union of Debater Resolution

Collections:

Disciplines:

Participation Date:

Licensor:

Publisher: University of Chicago Press (Copyright Holder)

Rights Exclusions: None

Riders:

Component ID	Publisher ID	Publisher Name Sets	Component ID	Component Name Rule	All or Part Content Covered	Print Materials
27927dc29hvq	27927gmc22312	University of Chicago Press	Debater	Debater.Resolution	Copyright All Holders	11/02/2010

Updating Acquisition Kick-off Information for the Associated Set

After you create contract details for all of the set's components that are now covered by contract(s) and after you activate the contract(s), you need to update the acquisition kick-off information for the set.

To update the acquisition kick-off information for the set:

1. Click on the Sets global tab to display the Sets List screen, as shown next:

2. From the Sets List screen, use the sort/search row to type the set name in the Name field for the set you wish to update the acquisition information for (as shown below). Then press Enter to search for the set containing the component(s) you've just activated.

Header row for sorting

Field row for filtering

The Sets List screen is re-displayed with only those sets that match the Name search criteria appearing in the list. Following is an example:

The only sets that matched the filtering criteria

Set Name	Lifecycle	Extent (Dates)	Extent (Pub. Units)	Title History Status	Release Date Actual	Participation Date	Wall Value	Collections	Disciplines	On Hold	ID	Date
Debater Resolution	Rights Obtained			Assigned	2010/12/14					No	27927nccz20nvw9	2010/12/14
Debater de Croydrie Economica	New	Marto de 1935.	1-	New						No	27927gnchz0243a4	2010/06/29
Debater Feminista	Review Shared	Mar. 1990.	Ano 1, Vol. 1-	Completed						No	27927gnchz20zgq	2010/09/23

- Click on the correct set in the list.

The Sets Record screen is displayed, as shown:

Debater Resolution

Record Type: Sets

ID: 27927nccz20nvw9

Lifecycle: Rights Obtained

Current Title: Debater Resolution

Collections:

Disciplines:

Participation Date: 2010/12/14

Licensor: University of Chicago Law Review

Publisher: University of Chicago Law Review (Licensor); University of Chicago Press (Copyright Holder)

Editor:

Wall:

Production Status: New

CL Release Status: Not in CL

SIG Author:

Release Date:

On Hold: No

On Hold Reasons:

Components in this Set (1)

Related Components (2)

Title Relationships for Components in this Set (2)

- Click the Acquisitions internal tab for this set to display fields related to Acquisitions, as shown:

The screenshot shows the ITHAKA CATS software interface. At the top, there's a navigation bar with tabs: Collections, Sets, Components, Publishers, Contracts, Orders, Shipments, More Options, and List View. The 'Components' tab is highlighted with an orange box. Below the navigation bar, there's a detailed record for a journal titled 'Debater Resolution'. The 'Acquisitions' internal tab is also highlighted with an orange box. In the 'Components' section, there are two tables: 'Components in this Set (1)' and 'Related Components (2)'. Both tables have columns for Name, Sets, Lifecycle, Rights, Prod. Status, List on JSTOR, Needed Source, and Needed Source Change ID. The first component in the 'Components in this Set' table is 'Debater Resolution' with the ID 27927/ncs20hvds. The second component in the 'Related Components' table is 'American Speech' with the ID 27927/gmch220v0000.

5. In the Acquisition Contact field, type the name and contact information for the person at the publisher who ITHAKA's Acquisitions staff should contact about getting source material for the set.
6. In the Acquisition Kick-Off field, type any notes you have about source the publisher can provide. Notes should be as descriptive as possible so that Acquisitions can easily follow up on them.
7. Click **Save**.

Terminating an Entire Contract

Some provisions of the JSTOR Backfile contract are permanent once they are signed by both parties; however, publishers can end their ongoing business relationship with ITHAKA. ITHAKA sometimes also asks publishers to sign a newer version of the standard JSTOR Backfile contract, thus invalidating their original contract. When this occurs, we need to terminate the contract in CATS. Publishers may also sell or otherwise transfer responsibility for a journal to a different publisher.

When terminating an entire contract, you have the option of specifying whether the content previously covered by the contract has been *withdrawn* from the JSTOR archive, *transferred* to a different publisher's contract, or the same publisher has *signed a new version of the contract*.

To terminate an entire contract:

1. Click on the Contracts global tab to display the Contracts List screen, as shown:

Lifecycle	Outcome	Publisher Name	Contract Version	Contract Date	Revisions	PDF	Publisher ID	Set Count	ID	Date Modified
New	None	Publisher UK		No	27927/nc29h1		27927/nc29h0	1	2010/11/17 11:43:17	
Active	Robotics Society	IV12.14.05	2010/11/68	Yes	27927/nc29h2	0	27927/nc29h0	0	2010/11/16 15:32:22	
Terminated	Withdrawn	Publisher Hirsch	4.5	2010/11/7	No	27927/nc29h3	0	27927/nc29h0	0	2010/11/16 13:37:56
New	None	Eastern States Archaeological Federation		No	27927/nc29h4		27927/nc29h0	0	2010/11/16 11:25:58	
Active	Publisher UK	1.1	2010/11/68	No	27927/nc29h1	2	27927/nc29h0	0	2010/11/16 15:23:18	
New	Publisher Hirsch			No	27927/nc29h2	0	27927/nc29h0	0	2010/11/16 15:20:32	
New	University of Chicago Press			No	27927/nc29h3		27927/nc29h0	0	2010/11/16 11:43:17	
New	Social JusticeGlobal Options			No	27927/nc29h4		27927/nc29h0	0	2010/11/16 11:40:00	
New	Ter - Vendor 3		3.0	2010/11/69	No	27927/nc29h5	0	27927/nc29h0	0	2010/11/16 13:16:50
Terminated	Signed New Contract	Ter - Vendor 3		No	27927/nc29h6		27927/nc29h0	0	2010/11/16 13:16:54	
New	None	None		No	27927/nc29h7		27927/nc29h0	0	2010/11/16 11:40:00	
Active	Foundation of Phil	V11.13.44.44	2010/11/69	No	27927/nc29h8	1	27927/nc29h0	0	2010/11/16 15:19:36	
Terminated	Signed New Contract	Ter - Vendor 3	middle-iso-new-hoo	2010/11/68	Yes	27927/nc29h9	0	27927/nc29h0	0	2010/11/16 10:51:01
Terminated	Transferred	University of Chicago Press	V3.31.98	1998/07/28	Yes	27927/nc29h10	0	27927/nc29h0	0	2010/11/16 15:38:31
New	JR Shewen, Inc.			No	27927/nc29h11	1	27927/nc29h0	0	2010/11/16 13:38:07	
Terminated	Australia New Zealand Association of University Administrators	Iv 2049	2010/11/62	No	27927/nc29h12	2	27927/nc29h0	0	2010/11/16 23:55:50	
Active	Cambridge University Press on behalf of the Harvard University Press	v11.24.04changes	2005/04/07	Yes	27927/nc29h13	9	27927/nc29h0	0	2010/11/16 09:07:31	
Active	Society of Veterinary Pathology	11.24.04changes	2005/06/01	Yes	27927/nc29h14	77	27927/nc29h0	0	2010/11/16 09:07:30	
Active	Academy of Sciences for the Advancement of Science	V 3.31.98	1998/05/29	Yes	27927/nc29h15	2	27927/nc29h0	0	2010/11/16 09:07:26	
Active	Royal Statistical Society	V 3.31.98	1999/02/05	Yes	27927/nc29h16	4	27927/nc29h0	0	2010/11/16 09:07:24	
Active	Regents of the University of California on behalf of the contracting on behalf of the University of California Board of Regents for the benefit of All Authors	v11.24.04changes	2005/05/10	Yes	27927/nc29h17	1	27927/nc29h0	0	2010/11/16 09:07:24	
Active	Presses Universitaires de France	Presses Universitaires de France fr 11.24.04 + changes	2003/06/07	Yes	27927/nc29h18	17	27927/nc29h0	0	2010/11/16 09:07:24	
Active	Oxford University Press	V 3.31.98	2003/04/04	Yes	27927/nc29h19	24	27927/nc29h0	0	2010/11/16 09:07:22	
Active	Pacific Africa, University of British Columbia	V 3.31.98	1998/01/12	Yes	27927/nc29h20	1	27927/nc29h0	0	2010/11/16 09:07:21	
Active	Society for the Scientific Study of Religion	Blackwell v7.18.03	2004/06/07	Yes	27927/nc29h21	1	27927/nc29h0	0	2010/11/16 09:07:19	

- From the Contracts List screen, use the sort/search row to type a name in the Publisher Name field for the contract you wish to terminate. Then press Enter and the system will limit the list to only that publisher's contract(s).
- Click on the contract you are terminating.

A Contract Record screen will be displayed, as shown:

The screenshot shows the 'Contract Details' section of the CATS interface. The 'Lifecycle' field is highlighted with an orange arrow. Other visible fields include 'Publisher Name', 'Contract Date', 'Revisions', 'PDF', and a large table titled 'Contract Details (2)' containing multiple rows of data.

- Click on the edit icon next to the Lifecycle field in the badge area of the Contract record screen.

An Advance Lifecycle wizard screen will be displayed, alerting you that you will be advancing the lifecycle to Terminated, and prompting for information on the Outcome and the Termination Date, as shown:

Warning about terminating the contract

Outcome and Termination Date fields

5. Fill in the wizard fields using the following guidelines:

- **Outcome:** Use the drop-down listbox to select from the following choices for why the contract is being terminated: Withdrawn, Transferred, or Signed New Contract.
- **Termination Date:** Type in a date (yyyy/mm/dd format) or use the calendar icon to select the date on which this contract is to be formally terminated.

6. Click **Continue**.

- If this contract is being *withdrawn*, the next screen displayed will be the Results screen to review the record updates.
 - If the contract is being *transferred* or a *new contract is being signed*, the wizard displays a new window listing contracts so you can select the contract that the old one is being transferred to or the new contract version that will take over for the terminated contract.
- Following is an example of the Contracts listing displayed by the wizard:



Make sure to **add the new contract before** you try this! (You cannot add the new contract from inside this Advance Contracts Lifecycle wizard.) But when adding the new contract, don't add contract details for the original contract's components; the Advance Contracts Lifecycle (to terminated) wizard will do that for you automatically.

Filter field and GO button for filtering the list of contracts

Select the new contract that is taking over for the terminated contract

ID	Lifecycle	Outcome	Publisher ID	Publisher Name	Contract Version	Contract Date
27927/dcs26j13h	Active	Transferred	27927/dcs26j0hv	Northwestern Law Review	V1 07.01.76	2010/11/30
27927/dcs26hzdj	Active		27927/dcs26hzc2	Robotics Society	V12.14.05	2010/11/16
27927/dcs26hvsh	Active		27927/dcs26hvr1	Publisher UC	1.1	2010/11/16
27927/dcs26hpwq	Active		27927/dcs26hpv7	Foundation of Phil	V13.44.44	2010/11/09
27927/grnch22jvgw	Active		27927/grnch22jvfb	Cambridge University Press on behalf of the Harvard Divinity School	v11.24.04Cambridge UP/AJS+changes	2005/04/07

Quit **Continue**

- Select the contract and then click **Continue**.

The wizard wraps up with a Results screen, like the following, which recaps the details you specified for the terminated contract.

Original Contract (1)				
You set the lifecycle to Terminated for the following contract:				
Lifecycle	Publisher Name	Agreement Version	Agreement Date	Set Count
Terminated	Northwestern Law Review	V1 07.01.76	11/30/2010	1

New Contract (1)				
You specified that content formerly covered by that contract is now covered by this contract:				
Lifecycle	Publisher Name	Agreement Version	Agreement Date	Set Count
Active	University of Chicago Law Review	v.6.10.03+changes	12/1/2003	1

Original Contract Details (2)				
You set the lifecycle to Terminated for the original contract's details:				
Publisher	Agreement Date	Agreement Version	Sets	Component Name
Northwestern	11/30/2010	V1 07.01.76	Resolved;	Resolved: Terminated Part Part 11/30/2010

Return

- Click **Return** to return to the Contracts record screen, as shown:

Lifecycle field

ID	Contract ID	Publisher Name	Status	Component ID	Component Name	Lifecycle	Outcome	Effective Date	Covers All Part
<input type="checkbox"/>	27927/dcs26j13h	Northwestern Law Review	Received	27927/dcs26j13h	Resolved	Terminated	Transferred	2010/11/30	Part
<input type="checkbox"/>	27927/dcs26j13h	Northwestern Law Review	Deleted	27927/dcs26j13h	Deleted Resolution	Terminated	Transferred	2010/11/30	Part

- Review the record to ensure your changes are reflected in the Contract record. In particular, review the Lifecycle field in the badge area to be sure that the Lifecycle has been advanced to Terminated.

Terminating a Contract Detail within a Contract

A contract with a particular publisher can cover numerous journals (i.e., components). When a contract is terminated for a particular component, it becomes necessary to terminate an individual contract detail while leaving the rest of the contract active. This section steps through the process of terminating a single contract detail.

To terminate a contract detail:

- From the Contract List screen, use the filter fields to narrow the list of contracts so it's easier to locate the one that has contract details you need to terminate.
- Once you locate the contract record in the list, click on it to display the associated Contract Record screen, as shown:

List of contract details

ID	Contract ID	Publisher Name	Status	Component ID	Component Name	Lifecycle	Outcome	Effective Date	Covers All Part
<input type="checkbox"/>	27927/grnch22cpr9	Hesler Publications	Change	27927/grnch22cpr9	Change in Higher Education	Active	2008/03/07	All	
<input type="checkbox"/>	27927/grnch22cpr9	Hesler Publications	Change	27927/grnch22cpr9	Change	Active	2008/03/07	All	

A list of Contract Details appears on the Contract Information internal tab.

- Click on the contract detail that you need to terminate.

The Contract Details record screen is displayed, as shown:

Lifecycle field

- Click the Edit icon next to Lifecycle in the badge area to begin the Contract Details termination process.

The Advance Lifecycle: Contract Details wizard is launched, beginning with a permissions window that indicates if you have permission to advance the lifecycle for these contract details.

- Review the permissions information and click **Continue**.

What if I do not have permissions to terminate the contract details? If you do not have appropriate permissions to create contract details, you'll have to click **Quit** and contact CM Tracker JIRA (discrepancy.jstor.org) to inquire about getting the correct permissions.



The wizard advances, showing a drop-down field for choosing the lifecycle you wish to advance to, as shown:

6. Use the drop-down field to select Terminated from the list of Lifecycle choices, and click **Continue**.

The wizard displays additional fields for specifying the Outcome and the Termination Date of the contract details, as shown:

The Contract Exists field is only visible if Outcome is "Transferred" or "New Contract Exists"

7. Fill in the wizard fields using the following guidelines:

- **Outcome:** Use the drop-down listbox to select from the following choices for why the contract detail is being terminated: Withdrawn, Transferred, or Signed New Contract. If you select Transferred or Signed New Contract, the wizard adds a Contract Exists field to the screen.
- **Termination Date:** Type in a date (yyyy/mm/dd format) or use the calendar icon to select the date on which this contract detail is to be formally terminated.
- **Contract Exists:** Use the drop-down listbox to indicate whether a contract exists for the contract detail that is being transferred or included in a new contract being signed. If the contract does not exist, after you click **Continue**, the wizard will display a list of *Publishers* for you to choose from. If the contract does exist, after you click **Continue**, the wizard will display a list of *Contracts* for you to choose from.

8. Click **Continue**.

If Contract Exists = No: The wizard displays a list of Publishers you can use to select the publisher the contract details will be with. Then click **Continue**.



Note that this Publisher List wizard screen does have a Search by Publisher Name field and Go button for narrowing the list of publishers, making it easier to find the one you want to select.

- Indicate a new Contract Date and Contract Version from a wizard screen displaying fields like those shown below, then click **Continue**.

- A results screen displays, recapping the changes you've made.

If Contract Exists = Yes: The wizard displays a list of Contracts you can use to select the contract the contracts that will now contain the contract details. Then click **Continue**.



Note that this Contract List wizard screen does have a Search by Publisher Name field and Go button for narrowing the list of publishers, making it easier to find the one the contract you want to select.

- Select a contract from the list and click **Continue**.
 - No further information is needed. Continue through the remaining screens in the wizard until you reach the Results screen
9. From the Results screen, click **Finish** to return to the Contract Details record screen, where the Lifecycle field in the Badge area will reflect the latest change to Terminated, as shown:

Lifecycle advances to Terminated



BULK OPERATION: If you want to terminate more than one contract detail at a time, but not an entire contract, you can do a bulk operation from any list of contract details. However, it's important to note that when you do this, you have to specify the same outcome, termination date, and new contract (if applicable) for all the contract details included in the bulk operation.

CHAPTER 6:

Acquisitions and Inventory

for Initial Production

At this point, we're ready to move into the acquisition phase for a journal. This chapter explains how to step through the following tasks as they relate to acquisitions and inventory:

- Updating a component's production status to ACQUISITION STARTED
- Publishing Back Issues Needed for a component
- Creating an order
- Advancing an order's lifecycle
- Adding a shipment(s) to an order
- Receiving shipments, including partial shipments
- Determining shelving location
- Dealing with order problems
- Closing an order
- Accounting for publication units scanned (or photocopied) in-house.

Starting Acquisition Efforts for a Set

When we are ready to begin acquisition efforts for all or part of a set, the Associate Director of Production or an Acquisitions team member needs to update the production status for all of the components in the set or for the component(s) of interest. After Content Development has obtained the rights to digitize all or part of the set, an Acquisitions team member also needs to publicize the Back Issue Needed (BIN) for the set or for the component(s) of interest. This section steps you through both of these processes.

Updating a Component's Production Status

Under normal circumstances, *before* creating the first acquisition order, you should change the production status of all components in a set to ACQUISITION STARTED. This action will, in turn, accomplish the following:

- Advance the associated component lifecycle(s) to PRODUCTION STARTED

- Advance the set's lifecycle to PRODUCTION STARTED if none of the other components in the set already have a higher lifecycle (i.e. RELEASED)



You can create orders for sets and components for which we haven't obtained the rights. In fact, you will need to do this when recording unsolicited donations or lot purchases that include some material that isn't signed and that we may not even want.

To update a component's production status:

- Log in to CATS
- Click on the Components global tab.

A Components List screen like the following is displayed:

Components global tab

Sort & Filter Row with "Select All" checkbox in the first position

The list of components in CATS

Buttons for paging through the Components list

Component	Lifecycle	Set	Extent (Dates)	Extent (Pub Date)	Prod Status	License	Rights Exclusions	Collection	Disciplines	Print ISSN
Anthropological Institute	Production Started	Anthropological Institute	1920-	2012-11	ISO	E. Schweizerbart'sche Verlagsbuchhandlung	No	Public Library Collection, Arts & Sciences IX Collection	0002-5946	10.2
Am. arborist historical review	New	Am. arborist historical review			New	Compiled	No			
Am. arbor review	New	Am. arbor review			New		No			
Am. arbor review	New	Am. arbor review			New		No			
Police & Space	New	Police Editors			New		No			
Patio Anthropologist	Queued for Release	Patio Anthropologist	May 1954-	Vol. 1, no. 1-	Queued for Release	Patio Anthropological Society	No	Public Library I Collection, Arts & Sciences IX Collection	0032-0447	10.2
Police Officers	New	Police Editors			New		No			
nordic iron studies	New	nordic iron studies	1990-		New		No			1602-124X
Debtors Resolution	Rights Obtained	Debtors Resolution, Resolved	Jan. 1978-	Vol.1, no. 1-	New	University of Chicago Law Review	Yes			4725-421
Karenin Review	Released	Karenin Review	1979-	Vol.1-	Released	Hanover College	No	Arts & Sciences V Collection, Public Library I Collection	0165-075X	10.2
Resident	Rights Obtained	Resident			New	University of Chicago Law Review	No	Debate, Education	1345-8748	
Artstar	New	JSTOR	1990 - 1995	vol. 1 - 10	New		No			3152-4747
JSTOR	New	JSTOR	1995 -	vol. 1 -	New		No			4715-6757
Britain	New	Britain	1991 -	vol. 95 -	New		No			4773-574X
Ithaka Review	Release Started	Ithaka	1981 - 1990	vol. 1 - vol. 90	New		No			
Text - Component	Rights Obtained	Text - Component			New	Publisher US, Robotics Society, Text, Iberlibro 3	Yes	Music Collection, Zebras Collection, 18th Century British Periodicals, African Studies, Linguistics, History, British Periodicals, African American Studies, Engineering	1345-247X	
Journal of the American Water Works Association	Released	Journal of the American Water Works Association	Mar. 1914	vol. 1, no. 1-	Released	American Water Works Association	No	TBD		0023-150X
Omnidex	Production Started	Omnidex	Jan. 1951	Vol. 1, no. 1-	ISO Started	Institut de Sociologie de l'Université de Bruxelles	No	Arts & Sciences IX Collection, Public Library I Collection	0039-8140	
CAT-459 component	New	CAT-459			New		No			
CAT-459	New	CAT-459			New		No			
SETS Roll's roll up	New	SETS Roll's roll up			New		No			3458-345X
Proceedings of the Mississippi Valley Historical Association	New	Journal of American History, Proceedings of the Mississippi Valley Historical Association	[1]-1924	Vol. 1-[11]	New		No	Corporate & For-Profit Access, Indiana Collection, Arts & Sciences IX Collection, Public Library Collection	needs one	
British Library Journal	Targeted	British Library Journal	1975-1999	Vol. 1, no. 1 - v. 25, no. 2	New		No			0305-5167
Res Roll's Review	Targeted	Res Roll's Review			New		No	Asian Studies, African American Studies, Auditory Business, Economics, Anthropology	0155-575X	
Publications of the American Economic Association	Released	American Economic Review	Mar. 1895-Aug. 1995, New Series, Dec. 1995-Mar. 1999, 3rd Series, Feb. 1900-Nov. 1907	Vol. 1, no. 1 - Vol. 11, New Series No. 1, 2nd Series, Vol. 1 - Vol. 8, No. 4	Released	American Economic Association	No	Corporate & For-Profit Access, Indiana Collection, Public Library Collection, Arts & Sciences IX Collection, Business Collection	1048-7498	10.2

The Component List screen displays using the Default skin. Other skin choices include:

- Title History Skin
- Title History + Sets Skin
- Needed Source Skin
- Rights Skin
- Rights + Sets Skin
- Inventory Skin
- Release Category Skin
- Release Prep Skin



3. Use the column headers and the blank fields at the top of the columns for sorting and filtering, respectively.
 - To toggle the sort order, click the heading of the particular column you're interested in sorting on.
 - To filter for a particular component, type the filter criteria into the particular field you're filtering on and then press Enter. For example, type *African* in the Name field and then press Enter to display only those components containing African in the Component Name.

4. Using the filtered Components List screen, locate the component whose record you'd like to update the production status for.

Now that the screen is filtered, it's easier to locate the specific component record

Component	Lifecycle	Set	Extent (Dates)	Extent (Pub Units)	Prod Status	Licensor	Rights Exclusions	Collection	Disciplines	Print ISSN	Join
debate	Filter...		Debtors Resolution; Resolved	Jan. 1979 -	Vol. No. 1 -	New	University of Chicago Law Review	Yes		4725-431	
Debtors de Cuentas Económicas	New		Debtors de Cuentas Económicas	Marcos de 1996-	S-	New		No		0120-8989	
Debtos Fiscales	Review Started		Debtos Fiscales	Mar. 1990-	Año 1, vol. 1-	New		No		0188-9478	

5. Click anywhere on the line of data that corresponds to that component.

The Component Record screen will be displayed for that particular collection, as shown, with many internal tabs in the main panel that control the type of information you wish to view for this component. By default, the system displays the Title History internal tab.

Title History internal tab

Production Status field

Save and Cancel buttons for saving or canceling the non-wizard-controlled field changes in the main panel.

- Click the edit icon next to the Production Status field in the badge area of the screen to begin the wizard for advancing the Production Status.
- Continue through the Advance Production Status wizard screens until you get to the screen asking you to select the new production status, like the one shown here:

A drop-down list of Production Status choices

- Select Acquisition Started from the list and click **Continue**.

9. Continue through the remainder of the Advance Production Status wizard, clicking the **Continue** and **Save** buttons, as prompted.

The final wizard Results screen recaps the production status change. Click **Return** to return to the Component Record screen, as shown below.

Within a few seconds the screen refreshes to show a Production Status of ACQUISITION STARTED and a Lifecycle of PRODUCTION STARTED.

Lifecycle advances to Production Started

Production Status is updated to Acquisition Started

BULK OPERATION: You can also update the production status for components by using a bulk operation from any Components List screen, including the “Components in This List” area that appears on some of the internal tabs of the Set Record screens (for example: the Title History internal tab).



Publicizing the Back Issues Needed (BIN) for a Component

When you begin acquisitions efforts for a component or group of components, you should publicize the Back Issues Needed (BIN) for each of the components. When you publicize BIN information, you are making information available to ITHAKA participants about back issues needed. Participants see this information when they browse the Issues Needed page on the JSTOR public website or when they request a spreadsheet listing content needed for JSTOR Backfile.

BULK OPERATION: You can also accomplish the “List on BIN” function using bulk operations. Select the specific records you wish to update on any Components list, including the “Components in this Set” list on the Set Record screen. The wizard launches when you select “List on BIN” from the bulk operations drop-down listbox. Note, however, that this wizard does not provide an area for typing in the Needed Source List. That information must be entered directly on the Component Record screen, using either the Acquisitions or Check-In Source internal tab.



To publicize Back Issues Needed (BIN) for a specific component:

1. Log in to CATS
2. Click the Components global tab to display the Components List screen.
3. From the Components List screen, use the sort and/or filter fields to locate the Component you are updating the BIN information for.
4. Click on that component in the Components List screen to display the Component Record screen:

Click on the record in the filtered Components list...

...to display the Component Record screen, which defaults to the Title History internal tab

The screenshot shows the 'Components' list screen with three entries:

- Debate: Started, Default Skin, LifeCycle: Set, Extent (Dates): Marzo de 1986-, Extent (Public): 1+, Prod Status: New, Rights Exclusions: None, Collection: No, Disciplines: None, Print ISSN: 0120-9669
- Debate de Cuentra Económica: New, LifeCycle: Set, Extent (Dates): Marzo de 1986-, Extent (Public): 1+, Prod Status: New, Rights Exclusions: None, Collection: No, Disciplines: None, Print ISSN: 0100-9470
- Debate Festivals: Review, LifeCycle: Set, Extent (Dates): Mar 1990, Extent (Public): Año 5, vol. 1, Prod Status: New, Rights Exclusions: None, Collection: No, Disciplines: None, Print ISSN: 0120-9669

An orange arrow points from the third record (Debate Festivals) down to the 'Debater Resolution' component record screen.

Component Record Screen (Debater Resolution):

- Title History Tab:** Selected. Shows the title 'Debater Resolution' with various details like OCLC Number, Extent (Pub Info), Initial Article, Start Year, etc.
- Internal Tabs:** Acquisitions, Check-In Source, Digitization, Repository, Audit.
- Fields:** Child of (Debater Resolution), ID, LifeCycle, Title Relationships, Collection, Discipline, Participation Date, Licensee, Publisher, Rights Exclusion, Production Status, CIL Release Status, Release Date, Actual, Print ISBN, LTM Journal ID, ISSN, Title ISSN, ISSN Note, ISSN Status, ISSN Request Note.
- Bottom:** Save, Cancel buttons.
- Bottom Panel:** Title Relationships for this Component (2).

- From the Components Record screen, click the Acquisitions internal tab to display Acquisition-related data for this component, including the fields for publicizing BIN information:

The Acquisitions internal tab

Acquisitions

List on BIN: No

Needed Source

Needed Source Changed By

Needed Source Date Changed

Save Cancel

6. Fill in the appropriate information in the BIN-related fields.

- **List on BIN:** Use the drop-down list to select either Yes or No.

Yes indicates that this component's needed source list should be publicized to JSTOR participants using the JSTOR public website's Issues Needed page.

No indicates that the needed source list should not be put on the website's Issues Needed page, though the needed source list may still list needed source for internal use.



List on BIN is usually set to "Yes" after we obtain rights for a component and remains set to "Yes" until we have acquired all the source material needed for the journal. It is set to "Yes" again if we discover additional needed source later.

- **Needed Source:** A freeform text field in which you can type the volumes and/or issues that are still missing for this component.
 - **Needed Source Changed By** and **Needed Source Date Changed:** Ignore these fields. The system will automatically update them when changes to the Needed Source List are saved.
7. Click the **Save** button to save these BIN changes to the Component record.

Within a few seconds, the Component Record screen should refresh to include the new BIN information you saved and your name and today's date should appear in the Needed Source Changed By and Needed Source Date Change fields. The items from the Needed Source List for this component will also now appear at the top of the Annotations panel on the right of the Component and Set Record screens. Next to the Needed Source List is an Edit icon in case you need to update the Needed Source List directly from the Annotations panel.



If you do update the Needed Source List using the Edit icon, you'll have to remember to update the List on BIN field (on the Components Record screen, Acquisitions internal tab) since it is not currently available from the Annotations area.

Creating an Order

Due to one of the following circumstances, you are now ready to create an order:

- You have made arrangements for ITHAKA to receive some source material
- ITHAKA has received an unsolicited donation or a purchase or loan included unexpected extra material
- You have just created a new copy of a publication unit by scanning or photocopying it.

Most of the process of creating an order is facilitated through an extensive wizard that includes a number of subwizards for accomplishing the following activities:

- Assigning a parent set or component (required)
- Providing additional information for the order (mix of optional and required)
- Assigning a type and a return obligation (required)
- Advancing the order lifecycle (optional)



It's worth noting that this extensive Create Order wizard is slated for major revisions in the future, at which point, the instructions in this Guide will be out of date.

This section steps you through this extensive wizard process. There are points throughout the wizard (and its subwizards) where you will have the opportunity to save your work and exit the wizard, if necessary. If you exit before completing the whole wizard, you will need to finish your work with the order outside of the wizard via the Order Record screen. The steps documented here include descriptions for many of the fields that appear in the wizard.



Please note that, in some cases, specific field values are suggested for those who are creating an order as part of the process for scanning publication units in-house at ITHAKA.

To create an order:

1. Log in to CATS
2. Click the Orders global tab to display the Orders List screen with an **Add Order** button on the right-hand side of the screen.

The screenshot shows the CATS Orders List screen. The 'Orders' global tab is highlighted with an orange box. The 'Add Order' button is located in the top right corner of the grid area, also highlighted with an orange box. The grid displays various order records with columns for CSP, Set, Component, Lifecycle, Outcome, Extent (Pub Units), Extent (Date), Supplier, Commitment, and Express. The 'Add Order' button is a blue button with white text.

3. Click the **Add Order** button to start the Create Order wizard.

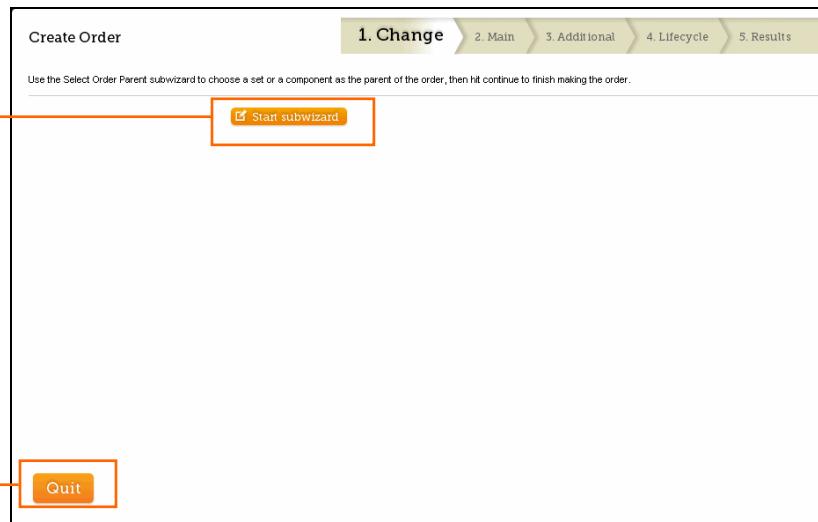
Initially, you'll be prompted to assign a parent for the new order. Do not attempt to skip this part of the wizard; you must tell the system which set or component this order belongs to.



If the set or component the order belongs to does not have a record in CATS, create a new set and/or component record *before* creating the order.

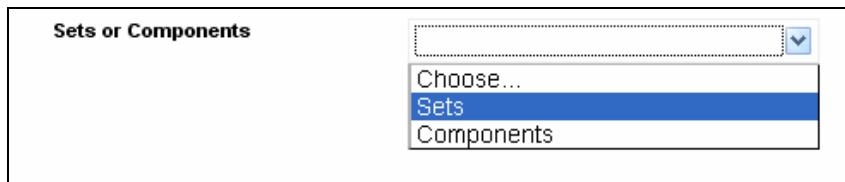
Start Subwizard button to start the subwizard for assigning a parent set or component to the order

Quit button if you don't want to add the order



4. Click the button to assign the parent and continue.

You will be prompted to indicate if you want to assign a component or a set as the parent of this new order.



Always provide the most specific information you have. If you know, or even have a reasonable guess, as to which component the order's content belongs to, use the component as the parent. That way ITHAKA staff has a better idea of what's expected. If you can't make a good guess which component the source material belongs to, or it might span several components in a set, use the set as the parent.



An order can only be linked up to one set or one component maximum, so if you are expecting source material for more than one journal, create one record per set, at a minimum



5. Use the drop-down list to select your choice—sets or components—and then use the resulting Component list or Sets list to select a specific component or set.

The following example shows the wizard displaying a list of sets for you to select from.

ID	Name	Lifecycle	Extent (Dates)	On Hold
27927/dcs19c8n3	Journal of Evolutionary Biology	Reviewstarted	1988-	false
27927/dcs19c8q2	Journal of Latin American Lore	Reviewstarted	1975-	false
27927/dcs19c8s1	Global Change Biology	Reviewstarted	1995-	false
27927/dcs19c949	Economic Policy	Released	1985-	false
27927/dcs19c9fn	Review of African Political Economy	Released	1974-	false
27927/dcs19cb19	Ricerca Folklorica	Released	1980-	false
27927/dcs19c8f6	Herpetologica	Released	1936-	false

Field and button for sorting the list

Checkboxes for selecting a particular set (or component).

Note that you cannot select more than one item in the list.

Filter list on Set Name

Save

Quit



It's easier to locate a specific set in the list if you use the available Filter field and button to specify a Set Name. The list will filter accordingly

6. Use the checkbox field to indicate which set or component you wish to use as the parent, then continue through the subwizard, verifying the results of your component or set selection.

The screen for starting the parent designation subwizard is displayed a second time, this time with the **Start Subwizard** button inaccessible.



If you made a mistake you can change it after finishing the wizard.

7. Simply click the **Continue** button to move ahead in the wizard.

Create Order

1. Change 2. Main 3. Additional 4. Lifecycle 5. Results

Use the Select Order Parent subwizard to choose a set or a component as the parent of the order, then hit continue to finish making the order.

Start subwizard

Quit Continue



A screen like the above, with the Start Subwizard button grayed-out, or inaccessible, will display numerous times during this process, any time a subwizard is completed.

Next, the Create Order wizard will display a list of fields for supplying pertinent information about the order you are creating, as shown below. Note that you must scroll on the wizard screen to see the entire list of fields.

Fields for describing pertinent information about the new order

Create Order

1. Change 2. Main 3. Additional 4. Lifecycle 5. Results

Fill out order information.

Extent (Pub Units)	<input type="text"/>
Extent (Dates)	<input type="text"/>
Supplier	<input type="text"/>
Supplier Contact	<input type="text"/>
PostMaster Address	<input type="text"/>

Remember to scroll to bring the remaining fields into view.

Quit Continue

8. Use the fields in the wizard to enter the information you have about this order:

- **Extent (Pub Units):** Use this freeform text field to type in the range of publication units that will be accounted for in this order. Example: Vol 1 - Vol 14. Always use the most specific information you have (i.e. Vol. 1, no. 1 - Vol. 10, no. 4 instead of just Vol. 1 - 10).

- **Extent (Dates):** Use this freeform text field to type in the range of publication dates (example: 1986-1999) for the publication units in this order. Always use the most specific information you have (example: Jun. 1990 - July. 1991 instead of 1990 - 1991)
- **Supplier:** The name of the organization sending the source materials. (If the order is for a publication unit being scanned internally, specify "ITHAKA" as the supplier.)
- **Supplier Contact:** The name of a person at the organization that is sending the source materials. This field is generally only used for subscription orders.
- **Postmaster Address:** The postal address for the organization sending the source materials. This field is generally only used for subscription orders.
- **Supplier Commitment:** Use this drop-down list field for indicating how certain the supplier is about being able to send the source materials. Choices include: Potential and Promised.
- **Quantity:** Use this drop-down listbox field for indicating the size of the order. Choices are: Many Issues or Single Issue. Always use "Many Issues" for subscription orders.
- **Reprints:** Use this drop-down list field for indicating whether the contents of the order will be: Unknown, All originals, Originals/Reprints mix, All reprints, or In-house reproductions. Always use "All originals" for subscription orders and "In-house reproductions" for publication units scanned or photocopied by ITHAKA staff, partners, contributors, or imaging-only vendors.
- **Notification Threshold:** Enter a number in this field to indicate how many months the system should wait before notifying the Inventory team that the order hasn't been completed.

For subscriptions, enter the amount of time between the anticipated publication date of each subscription issue for this order and an automatic notification that it has not been received on schedule. Example: If a publisher often publishes new issues two months late, enter "2" in this field so the system will not notify you that the issue has lagged until two months after the issue's anticipated publication date, as recorded in the Shipment Record.



The automatic notification functionality is not yet working, but building up a collection of Notification Threshold data will help to test that functionality.

9. When you have entered in all of the available order data, click **Continue**.

Now the wizard will prompt that it's beginning a subwizard to collect Type and Return Obligation information for the order.

Create Order 1. Change 2. Main 3. Additional 4.

Use the Change Order Type and Return Obligation subwizard to set the order's type and return obligation, then hit continue to finish making the order.

 Start subwizard



Both Type and Return Obligation provide a designation for “Uncertain,” so if you’re not sure of this information, you can still accomplish these steps in the wizard.

10. Click the **Start Subwizard** button.

You will be prompted by the wizard with drop-down listboxes to select an acquisition Type and a Return Obligation selection, as shown:

Type and Return Obligation 1. Permissions 2. Change

Choose the order type and return obligation. You will only be asked to fill out return obligation for certain types of order.

Type Choose...
Choose...
Uncertain
Donation
Purchase
Subscription
Loan

Type and Return Obligation 1. Permissions 2. Change

Choose the order type and return obligation. You will only be asked to fill out return obligation for certain types of order.

Type Loan

Return Obligation Choose...
Choose...
Uncertain
Rebinding Required
Archival Ties
Do Not Disbind
See Note
Not Applicable

11. Use the separate drop-down listboxes to indicate your choices for the Type and Return Obligation, then click **Continue**. (If the order is for a publication unit being scanned or photocopied internally, specify “Donation” as the Type.)

The subwizard displays a choice for applying the Type and Return Obligation you selected to all of the order’s shipments (i.e., to all of the order’s children), as shown:

Type and Return Obligation

Do you want to use the same type and return obligation for all of this order's shipments? Warning: You will overwrite any information previously entered.

Update shipments

Permissions determined by the following checks:

1. User role
2. Shipment lifecycle

12. Select your choice in the Update Shipments drop-down listbox, then click **Save**.



The Update Shipments drop-down list will only allow you to select "No" at this point since the order does not have any shipments yet

Now, the wizard prompts you to begin a subwizard for advancing the lifecycle of the new order.

Create Order

If you've already made arrangements to receive the source material, use the advance order lifecycle subwizard to advance your order's lifecycle to ordered, thus making your order.

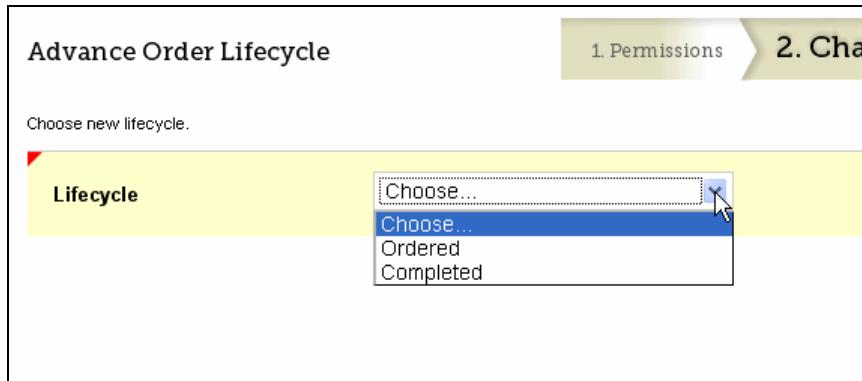
Start subwizard



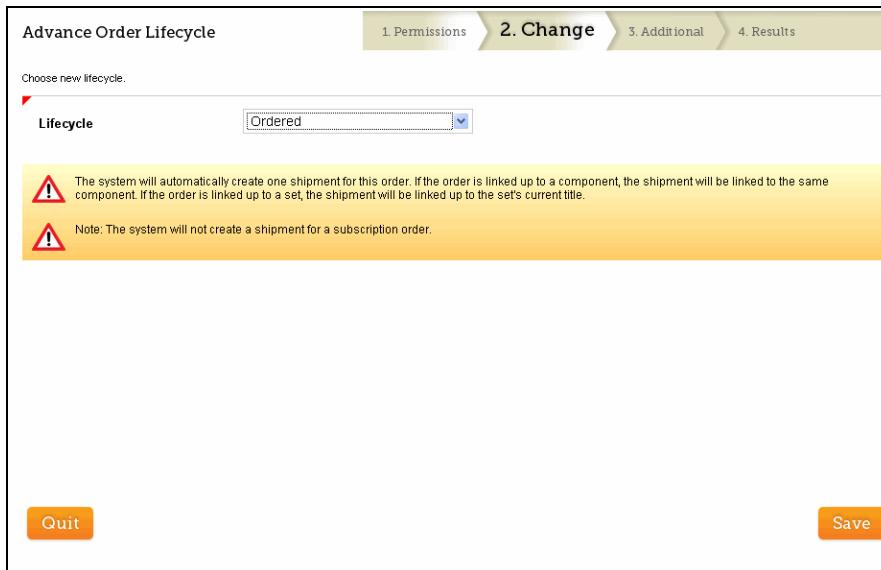
If you're not ready to advance the lifecycle of the order from NEW to ORDERED, you can skip this part of the wizard by clicking **Save** without going through the next subwizard. Later, you can initiate an Advance Lifecycle wizard using the edit icon in the Lifecycle field that appears in the badge area of the Order Record screen.

13. Click the button to **Start Subwizard**.

You will be prompted by the wizard to select the lifecycle you wish to advance this order to, as shown:



14. Using the drop-down listbox, select Ordered, then click **Continue**.



The subwizard reminds you that the system will automatically create one shipment for this order using the information you provided about the content of the order.

- If the order was attached to a set, the single shipment is attached to the current title.
- If the order was attached to a component, the shipment is attached to the same component.
- If the order is for a subscription, the system will not create a shipment.

15. After reviewing the warnings, click **Save**.

The system displays back-to-back Results screens recapping the order and shipment records you created/updated.

16. Click **Return** until you are returned to an updated Orders List screen.

The screenshot shows a list of 29933 orders. The columns include: CSP, CL, Set, Component, Lifecycle (with dropdowns for None, New, Received, Completed, or Pending), Outcome (dropdowns for None, Received, or Completed), Extent (Pub Date) (dropdowns for None, Vol. 43 Only, 2010, or 2009), Extent (Date) (dropdowns for None, 2010, 2009, or 2008), Supplier (dropdowns for US Embassy Library, Potential, or Unknown), Commitment (dropdowns for test, Potential, or Unknown), and Reprints (dropdowns for None, Migrated as Null, or Migrated as Null). The rows list various journal titles and their details.

Advancing an Order Lifecycle

When you create an order (see previous process), one of the steps involves advancing the lifecycle from NEW to ORDERED. If you skipped that step in the process, or later if you wish to advance the lifecycle to ORDERED or COMPLETED, you can accomplish this directly from the Orders Record screen.

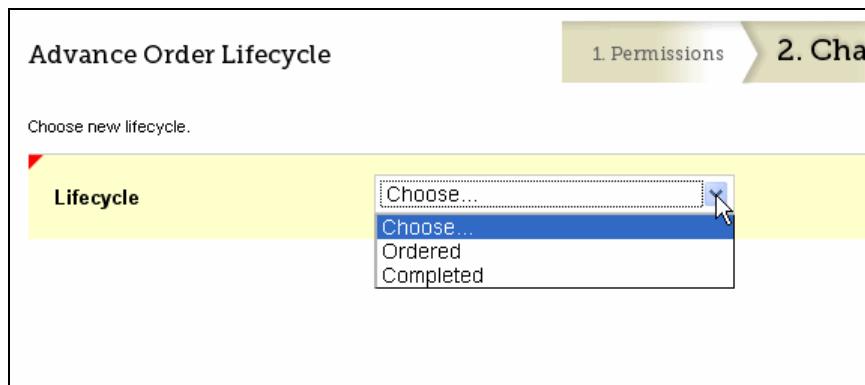
To advance the lifecycle of an Order record:

1. Use the Orders List screen to locate the order you wish to advance. Click on that order in the list to display the Orders record, as shown, with the Lifecycle field visible in the badge area:

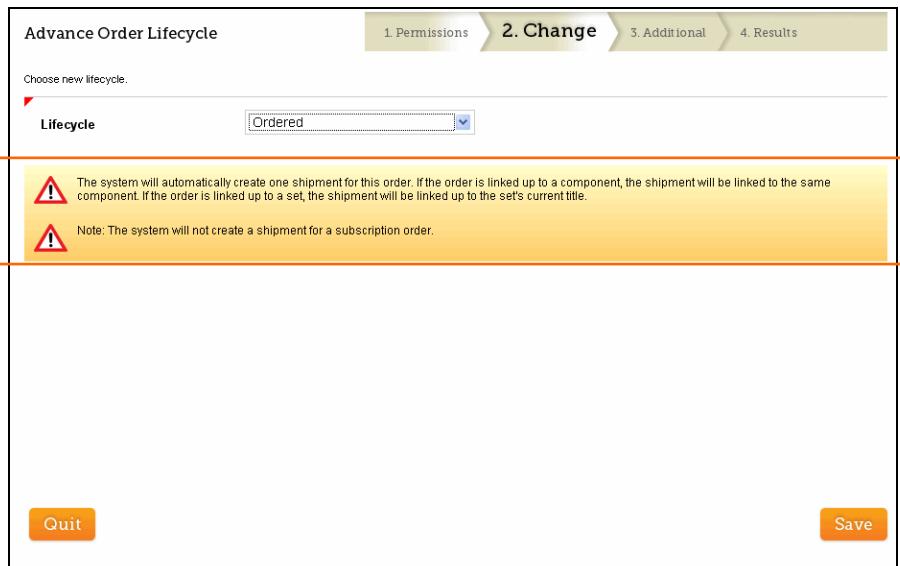
The screenshot shows the Orders record for order 27927/dcs26j4zx. The Lifecycle field is highlighted with a red box and an orange edit icon. Other fields visible include: Extent (Pub Date) (Vol. 1 No. 1-), Postmaster Address (empty), Extent (Date) (1953-), Quantity (Many Issues), Type (Loan), Return Obligation (Rebinding Required), Supplier (Stanford Library), Supplier Contact Information (Managing Librarian), Supplier Commitment (Potential), Shipment Threshold (2), and Buttons for Delete, Save, and Cancel.

2. Click the edit icon in the Lifecycle field to launch the Advance Lifecycle wizard.

3. After verifying necessary permissions, use the drop-down listbox to select the desired lifecycle, then continue through the wizard.



4. Using the drop-down listbox, select Ordered, then click **Continue**.



The wizard reminds you that the system will automatically create one shipment for this order.

- If the order was attached to a set, the single shipment is attached to the current title.
- If the order was attached to a component, the shipment is attached to the same component.
- If the order is for a subscription, the system will not create a shipment.

5. After reviewing the warnings, click **Save**.

The system displays a Results screen recapping the order and shipment records you created/updated, as shown:

Advance Order Lifecycle

1. Permissions 2. Change 3. Additional 4. Results

You changed the following 1 record(s):

Orders

ID	Lifecycle	Type	Set Name	Component Name	Supplier	Cover Date Range	Publication Unit Range	On Hold
27927/dcs26j4zx	Ordered	Loan		Political Studies	Stanford Library	1953-	Vol 1 No. 1-	false

Shipments

ID	Order ID	Component ID	Component Name	Lifecycle	Cover Date Range	Publication Unit Range	Owner
27927/dcs26j4zv	27927/dcs26j4zx	27927/grnch2q2h62	Political Studies	Expected	1953-	Vol 1 No. 1-	Loan

Return

6. Click **Return** until you are returned to an updated Orders Record screen.

The screenshot shows the 'Orders' record for '27927/dcs26j4zx'. An annotation points to the 'Lifecycle' field, which is set to 'Ordered'. Another annotation points to the 'Shipments' section, which displays a single shipment record for the same order. The shipment details include an order ID of '27927/dcs26j4zv', a component ID of '27927/grnch2q2h62', a component name of 'Political Studies', a lifecycle of 'Expected', a cover date range of '1953-', and a publication unit range of 'Vol 1 No. 1-'. The owner is listed as 'Loan'.

Adding a Shipment to an Order

Unless you're working with a subscription order, when you advance an order's lifecycle to ORDERED, the system automatically creates a single shipment for this order using the information you provided about the content of the order.

It's entirely possible that you need to create more than one shipment for an order. When this is the case, you can use the following procedure to create as many shipments as are necessary for an order.

To add a shipment to an order:

1. Use the Orders List screen to locate the order you wish to add the shipments to. Click on that order in the list to display the Orders record, as shown:

The Add Shipment button

Current shipments for this order appear in this list

2. Click the **Add Shipment** button in the main panel.

If you initiate the Add Shipment operation from the Shipments List screen using the **Add Shipment** button on that screen, the wizard starts out by displaying a list of orders so you can select the one you want to associate with the new shipment you are creating.

The wizard will display a list of fields for supplying pertinent information about the shipment you are creating, as shown below. Note that you must scroll the wizard screen to see the entire list of fields.

Fields for describing pertinent information about the new issue shipment

Remember to scroll the screen to bring the remaining fields into view.

3. Use the following guidelines to type in the field information you have about this shipment:

- **Quantity:** Use the drop-down listbox to indicate the quantity of issues in this shipment. Choices are Many issues or Single issue.
- **Ownership:** Use the drop-down listbox to indicate who owns the shipment: ITHAKA, Loan, or Uncertain. (If the order is for a publication unit being scanned internally or a digital copy of source material from a partner, contributor, or vendor, specify “ITHAKA” for Ownership.)
- **Return Obligation:** Use the drop-down listbox to indicate ITHAKA’s obligation to return the source material to the supplier. Choices include: Rebinding required, Archival ties, Do not disbind, See Notes, Not applicable, and Uncertain.
- **Extent (Pub Units):** Use this freeform text field to type in the range of publication units that are expected in this shipment. Example: Vol 1 - Vol 14. Always use the most specific information you have (i.e. Vol. 1, no. 1 - Vol. 10, no. 4 instead of Vol. 1 - 10).
- **Extent (Dates):** Use this freeform text field to type in the range of publication dates (example: 1986-1999) for the publication units in this shipment. Always use the most specific information you have (example: Jun. 1990 - July. 1991 instead of 1990 - 1991).
- **Note:** Any special considerations can be typed into this free-form field.
- **Date as Printed:** Use this field only when the publication date is not actually a date or even a partial date. For example, use this field if the publication date is Jubilee Issue, Christmas Issue, Millennium Issue, Thanksgiving Issue, etc.

If the issue also fits into a normal monthly or seasonal publication cycle, you can record the normal date or partial date in the Extent (Dates) field and the actual information from the cover here. For example: If the Thanksgiving Issue is published in place of the normal November issue, you can enter “Thanksgiving 1990” in Date as Printed and “Nov. 1990” in the Extent (Dates) field. In general, this field should not be used for shipments covering many issues.

- **Format:** Use the drop-down listbox to indicate whether the items in this shipment will be Paper, Digital, Optical, Microfilm/Microfiche, or Other. (If the order is for a publication unit being scanned internally or by a partner, contributor, or imaging-only vendor, specify “Digital” as the Format.)
 - **Condition:** Use the drop-down listbox to indicate the condition of the items in this shipment. Choices include: Usable and Unusable (If the order is for a publication unit being scanned internally, specify “Usable” as the Condition.)
4. When you have entered in all of the available shipment data, continue moving through the wizard.

The wizard will display a Component list for associating a component with this shipment, as shown:

Add Shipment

Choose OR use the existing component as the parent of this shipment.

Component of the parent order: Political Studies

Components (6047)

ID	Name	Lifecycle	Sets Name	Date Range	Publication Unit Range	Print ISSN	On Hold
27927/grnch2q2h62	Political Studies	Productionstarted	Political Studies	Feb. 1953-	Vol. 1, no. 1-	0032-3217	false
27927/grnch2pj0ns	Biennial Review of Anthropology	Released	Annual Review of Anthropology	1959-1971		0067-9503	false
27927/grnch2qkzk3	Journal of World Prehistory	Productionstarted	Journal of World Prehistory	1987-	Vol. 1, no.1-	0892-7537	false
27927/grnch2qmkw	New Zealand Slavonic Journal	Productionstarted	New Zealand Slavonic Journal	Summer 1967-	No. 1-	0028-8683	false
27927/grnch2qn385	Archive for History of Exact Sciences	Productionstarted	Archive for History of Exact Sciences	1960-	Vol. 1-	0003-9519	false

Quit **Continue**

Field and button for sorting the list

Checkboxes for selecting a particular component. Note that you cannot select more than one item in the list.

5. Using the checkboxes to the left of the components in the list, select a component from the list, then click **Continue**.

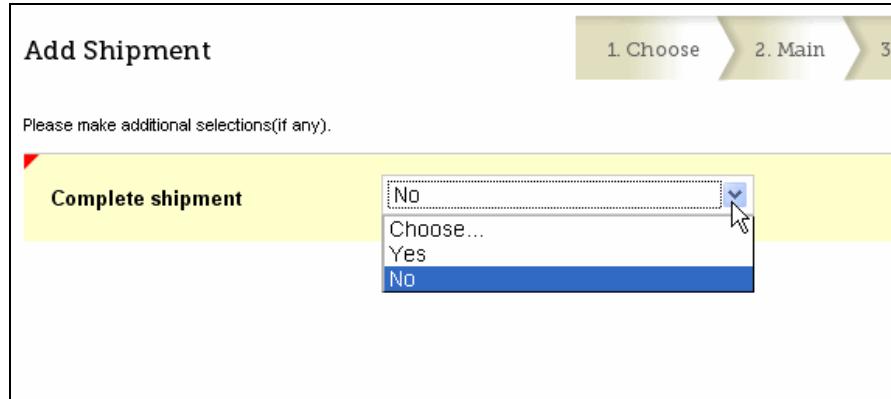


It's easier to locate a specific component in the list if you use the available Filter field and button to specify a Component Name. The list will filter accordingly.



Orders represent material ITHAKA hopes to receive; therefore, they must be flexible. As an example, a library may promise "Everything we have" for a set, but until ITHAKA receives the boxes of source material, we don't really know what "Everything" means. Therefore, orders can be associated with either a set or a component to make them more flexible. Shipments can only be associated with a single component because they eventually reflect actual material ITHAKA received. Create one shipment per component in the order. If you really have no idea how many components or which will be received, link all shipments in the order to the set's current title until they start arriving and you have more information. By the time you complete a shipment with outcome "Received," it should list the content for the exact right component.

The wizard displays a screen for indicating if this shipment is complete or not, as shown:



6. Select the appropriate choice for indicating if this shipment is complete, based on the following information, then click **Save**:
 - Select No if the shipment has not completely arrived yet.
 - Select Yes if the shipment has completely arrived. If you select Yes, the wizard displays an Outcome field in the same window. Use the Outcome drop-down listbox to select Received All or Never Received. If you select Received All as the Outcome, the wizard displays two more fields: Material Format and Source Condition so you can specify these before clicking **Save**. For more on this, see “Receiving Shipments,” later in this chapter.
7. After the wizard recaps the results, click **Return** from the Results screen to return to the Order Record screen, as shown:

Order ID	Component ID	Component Name	Lifecycle	Outcome	Extent (Pub. Date)	Extent (Pub. Date)	Supplier	Supplier Contact Information	Supplier Commitment	Notification Threshold (Months)
27927/dcs26j4zx	27927/gmch2q7h62	Political Studies	Ordered	None	1953-	Many issues	Stanford Library	Managing Librarian	Potential	2

The Shipments in This Order area will now be refreshed to include the new shipment you just added.

Receiving Shipments

When source material arrives, Inventory team members check it in to CATS by completing shipments. During this process, you can indicate that you've received all of the material that was expected or only some of the material that was expected. Regardless of how much of the material was received, after checking in the shipment, the inventory staff member has to open the relevant component record and update the needed source list to *remove* any content that was received, since it is no longer *needed*.

All of these tasks are described in this section.

Receiving a Full Shipment

To indicate that all of the expected material was received for a shipment:

1. Click the Orders global link to display the Orders List screen



As an alternative, you can also select the shipment directly from the Shipments global tab, or find it with acquisitions and inventory information on the Set Record or Component Record.

2. Filter the Orders to display only those that have a lifecycle of ORDERED and the component name you're looking for.
3. Click on the appropriate order in the list to display the associated Order Records screen.

The screen defaults to the Order Information internal tab where you can scroll down to review the status of that order's shipments, as shown:

Order Information internal tab

Shipments in this order

The screenshot shows the CATS interface with the 'Orders' tab selected. The 'Order Information' internal tab is active. On the left, there's a sidebar with various order details like Record Type, Lifecycle, and Component Name. The main area displays the 'Shipments in this Order (4)' table. The table has columns for Order ID, Component ID, Component Name, Lifecycle, Outcome, Extent (Date), Extent (Pub. Units), Ownership, and Return Obligation. The table shows four entries corresponding to the four rows highlighted in the list below.

Shipments in this Order (4)									
	Order ID	Component ID	Component Name	Lifecycle	Outcome	Extent (Date)	Extent (Pub. Units)	Ownership	Return Obligation
2792718c2060v-2792718c2064x-279271gm03j2h42 Political Studies	2792718c2060v	2792718c2064x	279271gm03j2h42 Political Studies	Expected	1953-	Vol 1 No. 1-	Loan	Rebinding required	
2792718c2061b-2792718c2064x-279271gm03j2h42 Political Studies	2792718c2061b	2792718c2064x	279271gm03j2h42 Political Studies	Expected	1953-	Vol 1 No. 1-Vol 1	Loan	Rebinding required	
2792718c20659-2792718c2064x-279271gm03j2h42 Political Studies	2792718c20659	2792718c2064x	279271gm03j2h42 Political Studies	Expected	Nov	Vol 3 No. 11	Loan	Rebinding required	
2792718c2062-2792718c2064x-279271gm03j2h42 Political Studies	2792718c2062	2792718c2064x	279271gm03j2h42 Political Studies	Completed Received	1954-1954	Vol 2 No. 1-12	Loan	Rebinding required	

Below the table, there's a section for 'Problems with this Order (0)' with an 'Add Order Problem' button.

4. Review the list of Shipments in the order to locate the shipment that you received.



If the list of shipments for the order is extremely long, you may want to use the sort/filter fields to reorder or narrow the list of shipments, making it easier to locate the shipment you're looking for.

Following is an example of the list after filtering for “Expected” in the Lifecycle column

Filtering for only “Expected” shipments

Shipments in this Order (4) X									
ID	Order ID	Component ID	Component Name	Lifecycle	Outcome	Extent (Date)	Extent (Pub. Units)	Ownership	Return Obligation
27927/dcs26j509	27927/dcs26j4zx	27927/grnch2q2h62	Political Studies	Expected		1953-	Vol 1 No. 1-	Loan	Rebinding required
27927/dcs26j51b	27927/dcs26j4zx	27927/grnch2q2h62	Political Studies	Expected		1953-	Vol 1 No. 1-Vol 1 No. 12	Loan	Rebinding required
27927/dcs26j539	27927/dcs26j4zx	27927/grnch2q2h62	Political Studies	Expected		Nov 1955-Nov 1955	Vol 3 No. 11	Loan	Rebinding required

- Click anywhere on the record line for the shipment you wish to update to completed.

The Shipments Record screen is displayed for that particular shipment, as shown:

Lifecycle field

The screenshot shows the ITHAKA | CATS interface with the "Shipments" tab selected. On the left, a sidebar displays details for shipment ID 27927/dcs26j539, including the record type (Shipments), child of (Acquisition Order), lifecycle (Expected), outcome (Choose), component ID (27927/grnch2q2h62), component name (Political Studies), set (Political Studies), extent date (Nov 1955-Nov 1955), extent pub units (Vol 3 No. 11), and on hold status (No). On the right, the main panel shows the shipment details: Extent (Pub. Units) is Vol 3 No. 11; Return Date is blank; Return Tracking is Many issues; Format is Paper; Condition is Usable; Note is "November issues are always *Election issues*"; and Completed By is blank. At the bottom are buttons for Copy Shipment, Delete, Save, and Cancel.

- Locate the Lifecycle field in the badge area of the record, and click the Edit icon to advance the lifecycle.

The Advance Lifecycle wizard is launched, first displaying permissions for the record.

- Continue past the permissions screen to display a drop-down list for advancing the current lifecycle, as shown:

The screenshot shows the "Lifecycle" section of the Advance Lifecycle wizard. It includes a label "Lifecycle" and a dropdown menu with three options: "Completed", "Choose...", and "Completed". The "Completed" option is currently selected, indicated by a blue background.

8. From the Lifecycle drop-down listbox, select Completed, then click **Continue**.

Another drop-down listbox will be displayed, this one for selecting the Outcome, as shown:

The screenshot shows the 'Advance Shipment Lifecycle' screen. At the top right, there are two buttons: '1. Permissions' and '2. Change'. Below them is a note: 'Make additional selection and changes(if any.)'. A red arrow points to the 'Outcome' field, which has a dropdown menu open. The menu contains four options: 'Choose...', 'Choose...', 'Received All', and 'Never Received'. The 'Received All' option is highlighted with a blue background.

9. From the Outcome drop-down listbox, select Received All.

Two additional fields will be displayed: Material Format and Source Condition.

The screenshot shows the 'Advance Shipment Lifecycle' screen with the 'Received All' outcome selected. A red arrow points to the 'Outcome' field, which now displays 'Received All'. Below it, two new fields are visible and highlighted with a red box: 'Material Format' and 'Source Condition', each with its own dropdown menu. An orange callout box on the left side of the screen states: 'Additional fields display when the Outcome is "Received All"'.

10. Use the drop-down lists to select the Material Format (paper, digital, etc.) and the Source Condition (Usable or Unusable), then click **Save**.

A Results record is displayed. Upon clicking **Return** from this wizard screen, you will be returned to the Shipment Record screen, where you can verify that the lifecycle of the shipment is now listed as Completed, as shown:

Lifecycle field

Record Type: Shipments
Child of: Acquisition Order (27927/dcs26j539)
Lifecycle: Completed

Extent (Pub. Unit): vol 3 No. 11
Return Date: 2019/11/22
Return Tracking: Many issues

Extent (Dates): Nov 1955-Nov1955
Format: Digital

Date as Printed: Election Issue
Condition: Usable

Ownership: Loan
Note: November issues are always "Election Issues"

Return Obligation: Rebinding Required
Disposition: Choose...
Completed By: msavid
Date Completed: 2019/11/22

Copy Shipment
 Save Cancel

Receiving a Partial Shipment and Copying a Shipment

If you receive only part of a shipment or the shipment turned out to contain material from more than one component, you can still log the original shipment as COMPLETED. However, before or after you do so, you need to copy the shipment to add new shipments for each component and/or the source material you are still expecting. During the process of copying the shipment, you can advance the copy's lifecycle to COMPLETED while the original continues to reflect a lifecycle of EXPECTED or COMPLETED.

Copying a Shipment

To copy a shipment:

1. Click the Orders global link to display the Orders List screen



As an alternative, you can also select the shipment directly from the Shipments global tab or from a Set or Component record.

2. Filter the Orders to display only those that have a lifecycle of ORDERED and the component name you're looking for.
3. Click on the appropriate order in the list so you can scroll down on the Order Information internal tab to review the status of that order's shipments.

If the list of shipments for the order is extremely long, you may want to use the sort/filter fields to display only those with a lifecycle of EXPECTED. The resulting list should make it easier to find the shipment you're looking for.

- Click on the appropriate shipment in the list to display the associated Shipments Detail screen. Review the badge area and scroll down the Information internal tab to review the status of that shipment, as shown:

As you can see from reviewing this Shipment record, a shipment of “Many Issues” is EXPECTED. However, for this example, we’ll pretend that you have since been alerted that the “Many Issues” are now going to be arriving in two parts. In fact, the November issue, called the “Election Issue” has arrived separately, before the other 11 issues. Therefore, you’ll need to create two shipments out of this one shipment.

- Click the Copy Shipment button in the lower right part of the main panel.

The Copy Shipment wizard is launched, first displaying permissions for the record.

Continue past the Permissions screen to display a screen for designating the parent component for the new shipment you are creating, as shown:

The original shipment's parent component

Field and button for filtering the list of components

Other components you could designate as the parent for the shipment copy

ID	Name	Lifecycle	Sets Name	Date Range	Publication Unit Range	Print ISSN	On
27927/grnch2q2h62	Political Studies	Productionstarted	Political Studies	Feb. 1953-	Vol. 1, no. 1-	0032-3217	false
27927/grnch2pj0ns	Biennial Review of Anthropology	Released	Annual Review of Anthropology	1959-1971		0067-8503	false
27927/grnch2qzk3	Journal of World Prehistory	Productionstarted	Journal of World Prehistory	1987-	Vol. 1, no.1-	0892-7537	false
27927/grnch2qmkw	New Zealand Slavonic Journal	Productionstarted	New Zealand Slavonic Journal	Summer 1967-	No. 1-	0028-8683	false
27927/grnch2qn385	Archive for History of Exact Sciences	Productionstarted	Archive for History of Exact Sciences	1960-	Vol. 1-	0003-9519	false

Annotations: A red box highlights the 'Component name of the original record' field containing 'Political Studies (27927/grnch2q2h62)'. Another red box highlights the 'Filterlist on Component Name' button. A third red box highlights the 'Components (6047)' list area. A fourth red box highlights the 'ID' column header. A fifth red box highlights the 'Lifecycle' column header. A sixth red box highlights the 'Original' column header. A seventh red box highlights the 'Copy' column header. A eighth red box highlights the 'Quit' button. A ninth red box highlights the 'Continue' button.

- Click **Continue** to accept the component name of the original record, or, using the checkboxes to the left of the components in the list, select a different component from the list and click **Continue**.

The next screen displays a column of information for the Original shipment and a column of information for the Copy shipment, as shown:

Field values for the original shipment

Lifecycle field for the Original shipment cannot be changed. However, it can be changed for the Copy shipment.

Field values for the shipment copy

Scroll more fields into view

Field	Original	Copy
Component Name	Political Studies	Political Studies
Lifecycle	Expected	Expected
Extent (Pub Units)	Vol 1 No. 1-Vol 1 No. 12	Vol 1 No. 1-Vol 1 No. 12
Extent (Dates)	1953-	1953-
Date as Printed		
Quantity	Many issues	Many issues

Annotations: Red boxes highlight the 'Component Name' and 'Lifecycle' fields in both the 'Original' and 'Copy' columns. A red box highlights the 'Extent (Pub Units)' field in both columns. A red box highlights the 'Extent (Dates)' field in both columns. A red box highlights the 'Quantity' field in both columns. A red box highlights the 'Quit' button. A red box highlights the 'Continue' button. A red box highlights the 'Lifecycle' column header. A red box highlights the 'Original' column header. A red box highlights the 'Copy' column header.

- Scroll through the fields, updating whatever values need changing in either the Original or the Copy column. For our purpose, mentioned earlier, we pay particular attention to the following:

- Changing the Extent (Pub Units) field in the original shipment to reflect “Vol 1, No. 1-12, not including No. 11”
 - Changing the Extent (Pub Units) field in the copy shipment to reflect “Vol 1, No 11”
 - Typing “Election Edition” into the Date as Printed field on the copy shipment.
 - While we’re at it, we should also change the original and copy Extent (Dates) to reflect 1953-1953 since we know only one year of journals have been promised for the original shipment.
8. Use the following information to help you modify the field information:
- **Lifecycle:** Use the drop-down list in the Lifecycle field of the Copy column to select the current lifecycle of the copy. Choices are: New, Expected, and Completed. For our purposes, we’ll select Completed, since the Election Edition has already arrived.
-  Note that you cannot change the lifecycle of the Original shipment. However, the copy being created can be assigned a lifecycle of New, Expected, or Completed. If the reason for copying the shipment is because a partial shipment has been received, use the Lifecycle field for setting the Copy to “Completed” (if that is the portion that was received). If the reason for copying the shipment is because a two partial shipments are now expected but neither is received, select “Expected.”
- **Extent (Pub Units):** Use this freeform text field to type in the range of publication units that are expected in these shipments. Using our example, we’d do the following:
 - * Change the Extent (Pub Units) field in the original shipment to reflect “Vol 1, No. 1-12, not including No. 11”
 - * Change the Extent (Pub Units) field in the copy shipment to reflect “Vol 1, No 11”
 - **Extent (Dates):** Use this freeform text field to type in the range of publication dates (example: 1986-1999) for the publication units in this shipment. Always use the most specific information you have (example: Jun. 1990 - July. 1991 instead of 1990 - 1991)
 - **Date as Printed:** Use this field only when the publication date is not actually a date or even a partial date. For our example, we’ll use this field to designate the copy as an “Election Edition.”

If the issue also fits into a normal monthly or seasonal publication cycle, you can record the normal date or partial date in the Extent (Dates) field and the actual information from the cover here. For example: If the Thanksgiving Issue is published in place of the normal

November issue, you can enter “Thanksgiving 1990” in Date as Printed and “Nov. 1990” in the Extent (Dates) field. In general, this field should not be used for shipments covering many issues

- **Quantity:** Use the drop-down listbox to indicate the quantity of issues in this shipment. Choices are Many issues or Single issue.
 - **Ownership:** Use the drop-down listbox to indicate who owns the shipment: ITHAKA, Loan, or Uncertain. (If the order is for a publication unit being scanned internally or a digital copy of source material from a partner, contributor, or vendor, specify “ITHAKA” for Ownership.)
 - **Return Obligation:** Use the drop-down listbox to indicate ITHAKA’s obligation when returning the source material to the supplier. Choices include: Rebinding required, Archival ties, Do not disbind, See Notes, Not applicable, and Uncertain.
 - **Format:** Use the drop-down listbox to indicate whether the items in this shipment will be Paper, Digital, Optical, Microfilm/Microfiche, or Other. (If the order is for a publication unit being scanned internally or by a partner, contributor, or imaging-only vendor, specify “Digital” as the Format.)
 - **Disposition:** Use the drop-down list to indicate how ITHAKA disposed of the issues after ITHAKA finished with them. Choices include: Still in use, HCL, Returned, Recycled. If you are copying an older shipment whose source material has already been disposed and the new shipment's source material has not yet been disposed, select "Still in Use" for the new shipment.
 - **Return Date:** Date the materials were returned to the lender. If you are copying an older shipment whose source material has already been returned and the new shipment's source material has not yet been returned, set this field to blank.
 - **Return Tracking:** This field remains blank until the source is returned to the lender (same as the Return Date field). Once the source is returned, this field is used to enter the exact tracking number from the courier service (UPS, etc) that returned the source material to the lender.
 - **Note:** Any special considerations can be typed into this freeform field.
 - **On Hold:** Select either Yes or No to indicate if the shipment is being held. For example, select Yes if you’re waiting to hear back from a supplier before disbanding a journal that’s been loaned.
9. After all the field information is up-to-date, click **Continue** to display a wizard screen confirming whether any additional information is needed.

Depending on what lifecycle was indicated in the previous step, additional field information may or may not be displayed.

- If the Copy was assigned a lifecycle of New or Expected, there will be no additional fields to display. Simply click **Save** to continue the wizard. A Results record is displayed and you can move on to the next step.
- If the Copy was assigned a lifecycle of Completed, an Outcome drop-down listbox will be displayed, as shown:

The screenshot shows the 'Copy Shipment' wizard at step 2. The 'Outcome(copy)' dropdown menu is open, displaying three options: 'Choose...', 'Received All', and 'Never Received'. The 'Received All' option is selected. The status bar at the bottom of the screen says 'Please make additional selections to the copied record.'

If you select Received All, two additional fields will be displayed: Material Format and Source Condition.

Additional fields display when the Outcome is "Received All"

The screenshot shows the 'Copy Shipment' wizard at step 2. Two additional fields are displayed: 'Material Format' (set to 'Paper') and 'Source Condition' (set to 'Usable'). A red arrow points from the text 'Additional fields display when the Outcome is "Received All"' to the 'Material Format' field.

Use the drop-down lists to select the Material Format (paper, digital, etc.) and the Source Condition (Usable or Unusable), then click **Save**.

A Results record is displayed.

Copy Shipment

You copied the following 1 record(s):

ID	Order ID	Component ID	Component Name	Lifecycle	Cover Date Range	Publication Unit Range	Owners
27927/dcs26j54s	27927/dcs26j4zx	27927/grnch2q2h62	Political Studies	Completed	1953-1953	Vol 1 No. 11	Loan

You changed the following 1 record(s):

ID	Order ID	Component ID	Component Name	Lifecycle	Cover Date Range	Publication Unit Range	Owners
27927/dcs26j51b	27927/dcs26j4zx	27927/grnch2q2h62	Political Studies	Expected	1953-1953	Vol 1 No. 1-Vol 1 No. 12	Loan

[Return](#)

10. Review the Results and click **Return** to return to the Shipments Record screen for the first of the two shipments you created—the Original shipment—as shown:

Information internal tab

Values provided during the copy shipment

The fields highlighted in the Shipments Record screen—Extent (Dates), Extent (Pub Units)—indicate new values that were provided during the Copy Shipment process.

11. Now click on the Siblings internal tab.

You should see the newly created Shipment (i.e., the “Copy” shipment) in the list of Other Shipments with Same Order and in the list of Other Shipments with same Components or Sets, as shown:

Siblings internal tab

Newly created shipment

Advancing the Lifecycle of Each Shipment

When the original shipment was copied, you had the option of advancing the shipment *copy* to a lifecycle of COMPLETED as part of the duplicating process. If, instead, you chose to assign the copy a lifecycle of NEW OR EXPECTED, you'll eventually want to advance the lifecycle of that shipment and/or the original shipment to COMPLETED.

To advance the lifecycle of either the original or copy shipment:

1. Click on the Shipments global tab and use the filter fields to narrow the list of Shipments.

The following example shows a list that has been filtered based on Component Name and Lifecycle.

Filter on lifecycle and component name

Shipments matching the filter criteria

As an alternative, you can initiate this process from a number of other screens, including the Orders List or Orders Record screen, the Set Record screen, or the Component Record screen.

2. Click anywhere on the line pertaining to the shipment you wish to advance the lifecycle for.

The Shipments Record screen is displayed, as shown:

Lifecycle is EXPECTED

27927/dcs26j51b

Record Type: Shipments
Child of: Acquisitions Order (Primary/Secondary)

Lifecycle: Entered

Outcome: Choose...

Component ID: 27927/grnch2q2h62
Component Name: Political Studies
Series: Political Studies
Extent (Date): 1953-1953

Extent (Pub. Units): Vol 1 No. 1-Vol 1 No. 12 (not including No. 11 which was shipped separately)

On Hold: No

On Hold Reason:

Information Siblings Legacy Audit trial

Extent (Pub. Units): Vol 1 No. 1-Vol 1 No. 12 (not including No. 11 which was shipped separately)

Start Date: 1953-1953

Return Date

Return Tracking

Quantity: Many issues

Format: Digital

Condition: Usable

Note: Vol 1, No. 11, is also referred to as an Election issue

Disposition: Choose...

Completed By:

Date Completed:

- Locate the Lifecycle field in the badge area of the record, and click the Edit icon to advance the lifecycle.

The Advance Lifecycle wizard is launched, first displaying permissions for the record.

- Continue past the permissions screen to display a drop-down list for advancing the current lifecycle, as shown:

Advance Shipment Lifecycle

1. Permissions 2. Char

Make selection and changes.
Please make a selection.

Lifecycle

Choose...
Choose...
Completed

- From the Lifecycle drop-down listbox, select Completed, then click **Continue**.

Another drop-down listbox will be displayed, this one for selecting the Outcome, as shown:

Advance Shipment Lifecycle

1. Permissions 2. Cha

Make additional selection and changes(if any).

Outcome

Choose...
Choose...
Received All
Never Received

- From the Outcome drop-down listbox, select Received All.

Two additional fields will be displayed: Material Format and Source Condition.

Advance Shipment Lifecycle

1. Permissions 2. Change

Make additional selection and changes(if any).

Outcome

Received All

Material Format

Source Condition

Choose...
Choose...

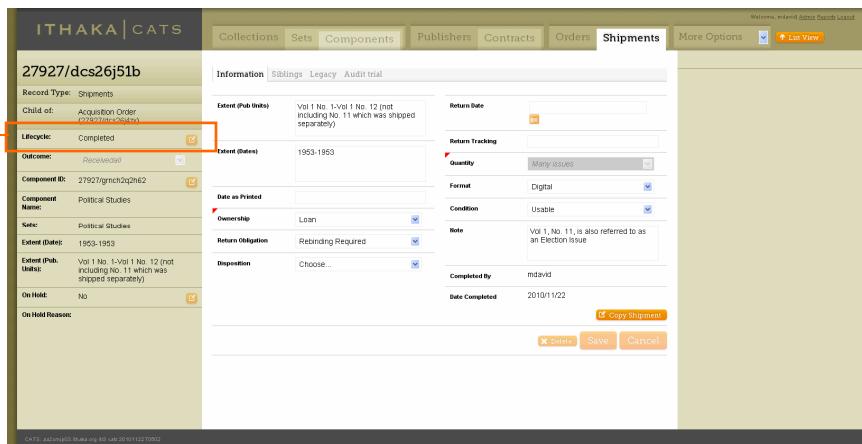
Two additional list fields appear

- Use the drop-down lists to select the Material Format (paper, digital, etc.) and the Source Condition (Usable or Unusable), then click **Save**.



If the shipment was created as part of the process for scanning a publication unit internally, specify “Digital” as the Format and “Usable” as the Source Condition.

A Results record is displayed. Upon clicking **Return** from this wizard screen, you will be returned to the Shipment Record screen, where you can verify that the lifecycle of the shipment is now listed as Completed, as shown:



Lifecycle is COMPLETED

The screenshot shows the ITHAKA | CATS Shipment Record screen. The Lifecycle field is highlighted with a red box and labeled "Lifecycle is COMPLETED". Other fields visible include Extent (Pub. Units), Extent (Dates), Return Date, Return Tracking, Data as Printed, Ownership, Return Obligation, Disposition, and On Hold. The Extent (Pub. Units) field contains "Vol 1 No. 1-Vol 1 No. 12 (not including No. 11 which was shipped separately)". The Extent (Dates) field contains "1953-1953". The Return Date field has a calendar icon. The Return Tracking field has a dropdown menu showing "Many issues". The Data as Printed field has a red asterisk. The Ownership field contains "Loan". The Return Obligation field contains "Rebinding Required". The Disposition field contains "Choose...". The On Hold field contains "No". The bottom right of the screen shows buttons for "Copy Shipment!", "Delete", "Save", and "Cancel".

Removing Received Content from the Needed Source List

After checking in a shipment, the Inventory staff member has to open the relevant component record and update the needed source list to remove any content that was received (e.g. since it's no longer *needed*). If you are removing the only source on the needed source list so that it is blank when you are finished, you'll also update the List on BIN toggle to "No" (so that this record will not be exported during the weekly sweep for the Issues Needed public webpage).

To update a component's Needed Source List after receiving a shipment:

1. Log in to CATS
2. Click the Components global tab to display the Components List screen.
3. From the Components List screen, use the sort and/or filter fields to locate the Component you are updating the Needed Source information for.
4. Click on that component in the Components List screen to display the Component Record screen, as shown:

Click on the record in the filtered Components list...

...to display the Component Record screen, which defaults to the Title History internal tab

- From the Components Record screen, click the Acquisitions internal tab to display Acquisition-related data for this component, including the fields for publicizing BIN information, as shown next:

The Acquisitions internal tab

The BIN-related fields for this component

List on BIN

Needed Source: Vols. 1-39 (1953-1991); Vols. 51 - current (2002-current);

Needed Source Changed By: JSOURCE Migration

Needed Source Date Changed: 2010/11/16

Orders for this Component (2)

Order ID	Outcome	Set	Component	First Pub.	Last Pub.	Extent (Date)	Supplier	Committed	Type	Obligation	Completed	Open
1	Completed	Political Studies Studies	Political Studies Studies	1953	1991	1952-2002	Inherited	Migrated	Not Applicable	0	0	
2	Ordered	Political Studies Studies	Political Studies Studies	1953	1953	1953	Standard	Potential	Loan Pending Required	0	0	

Save **Cancel**

6. Fill in the appropriate information in the BIN-related fields.

- **List on BIN:** Use the drop-down list to select No.

Yes indicates that this component's needed source list should be publicized to JSTOR participants using the JSTOR public website's Issues Needed page.

No indicates that the needed source list should not be put on the website's Issues Needed page, though the needed source list may still list needed source for internal use.



List on BIN is usually set to "Yes" after we obtain rights for a component and remains set to "Yes" until we have acquired all the source material needed for the journal. It is set to "Yes" again if we discover additional needed source later.

- **Needed Source:** A freeform text field in which you can type the volumes and/or issues that are still missing for this component.
 - **Needed Source Changed By** and **Needed Source Date Changed:** Ignore these fields. The system will automatically update them when changes to the Needed Source List are saved.
7. Click the **Save** button to save these BIN changes to the Component record.

Within a few seconds, the Component Record screen should refresh to include the new BIN information you saved and your name and today's date should appear in the Needed Source Changed By and Needed Source Date Change fields.

The items from the Needed Source List for this component will also now appear at the top of the Annotations panel on the right of the Component and Set Record screens. Next to the Needed Source List is an Edit icon in case you need to update the Needed Source List directly from the Annotations panel.

If you do update the Needed Source List using the Edit icon, you'll have to remember to update the List on BIN field on the Components Record screen, Acquisitions internal tab, since it is not currently available from the Annotations area.

The Acquisitions internal tab

The BIN-related fields for this component

List on BIN

Needed Source

Needed Source Changed By

Needed Source Date Changed

Determining a Shelving Location

Although determining a shelving location is handled manually outside of CATS, part of the process does involve reviewing the component to determine if it participates in the Current Issue Linking (CIL) program.

1. To review the CIL Release Status:
2. Click the Components global tab to display the Components List screen
3. Use the filter fields to narrow the list of components list based on the name of the component you're checking for the CIL release status.

The resulting list will make it easier to locate the correct component.

Use the Component Name field to filter the Component list

Component	cycle set	Extent (Date)	Extent (Pub Date)	Prod Status	Licenses	Rights Exclusions	Collection	Disciplines	Prod ISSN	Item	
political				Acquisition Started	M.E. Sharpe, Inc.	No	Public Library Collection, Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection, Business, Economics, Political Science	Business, Economics, Political Science	0032-3217	10.23	
Political Studies	Production Started	Feb. 1953-	Vol. 1, no. 1-	Acquisition Started	Stanford University Press	No	Public Library Collection, Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection, Business, Economics, Political Science	Business, Economics, Political Science	0032-3217	10.23	
International Journal of Political Economy	Qualified for Release	International Journal of Political Economy	Spring 1987-	Vol. 17-	Queued for Release	No	Public Library Collection, Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection, Business, Economics, Political Science	Business, Economics, Political Science	0091-1916	10.23	
African Journal of Political Science	Production Started	African Journal of Political Science	1996-2004	V. 1-9	Acquisition Started	African Association of Political Science	No	Public Library Collection, Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection, Business, Economics, Political Science	Business, Economics, Political Science	1027-0353	10.23
International Journal of Political Science	Production Started	International Journal of Political Science	July/Sept. 1979-	Vol. 1-	Acquisition Started	Indira Political Science	No	Arts & Sciences VI Collection, Public Library Collection	Political Science	0019-5510	10.23
Alternatives: Global, Local, Political	Qualified for Release	Alternatives: Global, Local, Political	1975-	Vol. 1, no. 1-	Queued for Release	Lynne Rienner Publishers	No	Public Library Collection, Arts & Sciences VI Collection	Political Science	0304-3754	10.23
Comparative Political Studies	Review Started	Comparative Political Studies	April 1995-	Vol. 1, no. 1-	New	No	No	No	0010-4140	10.23	
Political Behavior	Released	Political Behavior	Spring 1979-	Vol. 1, no. 1-	Released	Springer Science + Business Media	No	Public Library Collection, Arts & Sciences VI Collection	Political Science, Sociology	0190-9320	10.23
Economic and Political Weekly	Released	Economic and Political Weekly	1966-	Vol. 1, no. 1-	Released	Economic and Political Weekly	No	Corporate & For-Profit Access Initiative Collection, Business, Asian Studies, Indian Studies, Political Science	Business, Economics, Political Science	0012-9976	10.23
Review of International Political Economy	Released	Review of International Political Economy	Spring 1994-	Vol. 1, no. 1-	Released	Taylor & Francis Group	No	Public Library Collection, Arts & Sciences VI Collection, Corporate & For-Profit Access Initiative Collection, Business	Business, Economics	0968-2290	10.23
Review of African Political Economy	Released	Review of African Political Economy	1974-	Vol. 1, no. 1-	Released	Taylor & Francis Group	No	Corporate & For-Profit Access Initiative Collection, Business, African Studies, Indian Studies, Political Science	Business, Economics	0305-6244	10.23
Political Psychologer	Released	Political Psychologer	Spr. 1979-	Vol. 1, no. 1-	Released	International Society of Political Psychology	No	Arts & Sciences VI Collection, Public Library Collection	Political Science, Psychology	0162-695X	10.23
International Political Science Review (Revue Internationale de Science Politique)	Released	International Political Science Review (Revue Internationale de Science Politique)	Jan. 1987-	Vol. 1, no. 1-	Released	Sage Publications, Ltd.	No	Public Library Collection, Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection	Political Science	0192-5121	10.23
Canadian Journal of Political Science	Released	Canadian Journal of Political Science	1969-	Vol. 1, no. 1-	Released	Canadian Political Science Association	No	Business, Economics, Political Science	Political Science, Economics	0008-4239	10.23
American Journal of Political Science	Released	American Journal of Political Science	1973-	Vol. 17, no. 1-	Released	Midwest Political Science Association	No	Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection, Public Library Collection	Political Science	0026-9863	10.23
Proceedings of the American Political Science Association	Released	Proceedings of the American Political Science Association	1904-1914	[149-150th (v. 1-10)]	Released	American Political Science Association	No	Public Library Collection, Arts & Sciences VI Collection, Corporate & For-Profit Access Initiative Collection	Political Science	1049-0985	10.23
Journal of Political Economy	Released	Journal of Political Economy			Released	University of Chicago Press	No	Public Library Collection, Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection, Business, Economics	Economics, Business	0022-3808	10.23
American Political Science Review	Released	American Political Science Review	Nov. 1905-	Vol. 1, no. 1-	Released	American Political Science Association	No	Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection, Public Library Collection	Political Science	0003-0854	10.23
Proceedings of the Academy of Political Science	Released	Proceedings of the Academy of Political Science	June 1928-1991	Vol. 13, no. 1-Vol. 35, no. 2	Released	Academy of Political Science	No	Arts & Sciences VI Collection, Corporate & For-Profit Access Initiative Collection, Public Library Collection	Political Science	0085-0884	10.23
Annals of the American Academy of Political and Social Science	New	Annals of the American Academy of Political and Social Science			New	No	No	No		10.23	
Political Research Quarterly	Released	Political Research Quarterly	Mar. 1903-	Vol. 45, no. 1-	Released	University of Utah	No	Public Library Collection, Arts & Sciences VI Collection	Political Science	1055-9129	10.23
PS: Political Science and Politics	Released	PS: Political Science and Politics	Winter 1980-	Vol. 21-	Released	American Political Science Association	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection	Political Science	1049-0985	10.23
British Journal of Political Science	Released	British Journal of Political Science			Released	Cambridge University Press	No	Public Library Collection, Arts & Sciences VI Collection	Political Science	0007-1234	10.23
Political Theory	Released	Political Theory			Released	Sage Publications, Inc.	No	Arts & Sciences VI Collection, Public Library Collection	Political Science, Philosophy	0390-5917	10.23
Political Science Quarterly	Released	Political Science Quarterly			Released	Academy of Political Science	No	Public Library Collection, Arts & Sciences VI Collection, Corporate & For-Profit Access Initiative Collection	Political Science	0032-3195	10.23
Journal of Political and Economic Affairs	Review Started	Journal of Political and Economic Affairs			New	No	No	No		10.23	

4. To display the associated record, click anywhere on the line that corresponds with the component you wish to check.

The Component Record screen is displayed, as shown, defaulting to the Title History internal tab:

The screenshot shows the 'Components' tab selected in the top navigation bar. The main panel displays a record for 'Political Studies' with various fields like Name, OCLC Number, Extent (Pub Units), Start Year, and LTM Journal ID. On the left, there's a sidebar with sections like 'Title Relationships', 'Disciplines', and 'Rights'. At the bottom, there's a note about 'On Hold Reason'. The 'Title History' internal tab is highlighted with an orange box. Another orange box highlights the 'CIL Release Status' field under 'Release Status'.

The Initial CIL Release Status field is also visible from the main panel of the Acquisitions internal tab on the Components Record screen. In addition, you can see the CIL Release Status for a set from the Components List screen if you select one of the following skins: the Release Categories skin or the Release Prep skin.



Dealing with Order Problems

During the course of an order's existence, you may encounter problems needing to be logged. This section addresses how to log an order problem and how to close the problem after it is resolved.

Logging an Order Problem

Problems with orders and shipments can only be logged at the order level.

To log an order problem:

1. Open the Orders List screen by clicking the Orders global tab, and use the filter fields to narrow the list of orders to more easily identify the one that has the problem.
2. From the filtered Orders List screen, click anywhere on the record that you know has problem.

Order Information internal tab

Add Order Problem button

- Click the Add Order Problem button, which appears at the bottom of the main panel when the Order Information internal tab is selected.

The Add Order Problem wizard is displayed. The first screen includes a drop-down listbox for selecting the Type of problem.

Add Order Problem

Type

Choose...
Choose...
Lagged
Missing material
Subscription not started
Unresponsive contact
Damaged Material
Held in Customs

- Use the drop-down listbox to select the Type that best describes the problem you've encountered with the order.
- Provide any additional information required by the wizard and then click **Save**.
- When the Results wizard screen displays, click **Return** to return to the Orders Record screen.
- Scroll to the bottom of the main panel on the Order Information internal tab to verify that the Order Problem is displayed, as shown:

Order Information internal tab

Problems with this Order are listed here

Order ID	Set ID	Component ID	Component Name	Lifecycle	Type	Current Effect	Outcome
27927/recs26j4zx	27927/gmch2ph62	27927/mcs26j4zx	Political Studies	New	Loan	Overdue Material	None

Advancing an Order Problem through Its Lifecycle

When an order problem is created, it has a lifecycle of NEW. Throughout the course of resolving the acquisition problem, its lifecycle should be advanced, first to IN PROGRESS and finally to COMPLETED.

Advancing an Order Problem from New to In Progress

To advance the lifecycle of an order from NEW to IN PROGRESS:

1. Open the Orders List screen by clicking the Orders global tab, and use the filter fields to narrow the list of orders to more easily identify the one that has the problem.
2. From the filtered Orders List screen, click anywhere on the record that you know has the Order Problem.

The Orders Record screen with the Order Information internal tab is displayed

Click on the desired order problem in the list

The screenshot shows the Order Record screen for record 27927/dcs26j4zx. The main panel displays Order Information such as Extent (Pub Date), Postmaster Address, Quantity, Type, and Supplier. Below this is the Shipment section. At the bottom, there is a 'Problems with this Order' section containing one item. An orange arrow points from the text 'Click on the desired order problem in the list' to the first item in the 'Problems with this Order' list.

You can also go to the More Options global tab to get the list of Order Problems and filter by lifecycle to see just the new ones

Any problems associated with this order are listed at the bottom of the main panel.

- Locate the order problem whose lifecycle you wish to advance, and click anywhere on that record to display the Order Record screen, as shown:

Lifecycle field for the order problem

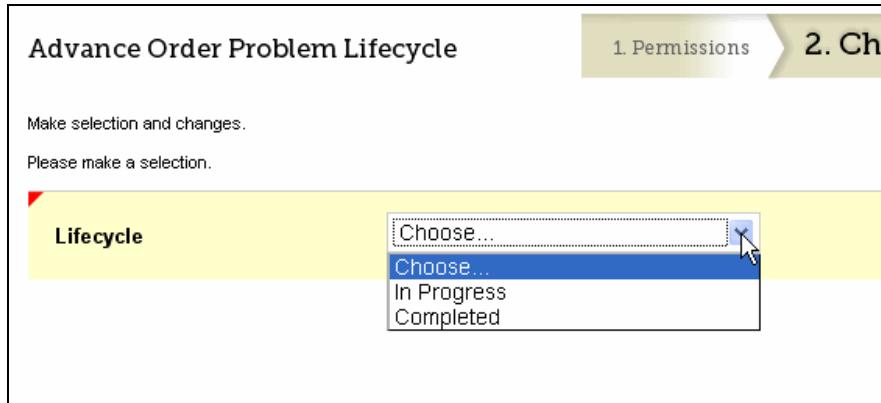
The screenshot shows the Order Problem Record screen for record 27927/dcs26j558. The main panel displays Problem Information. The Lifecycle field is highlighted with an orange box. An orange arrow points from the text 'Lifecycle field for the order problem' to the Lifecycle field.

The Outcome field is updateable while stepping through the wizard to advance the problem's lifecycle to COMPLETED.

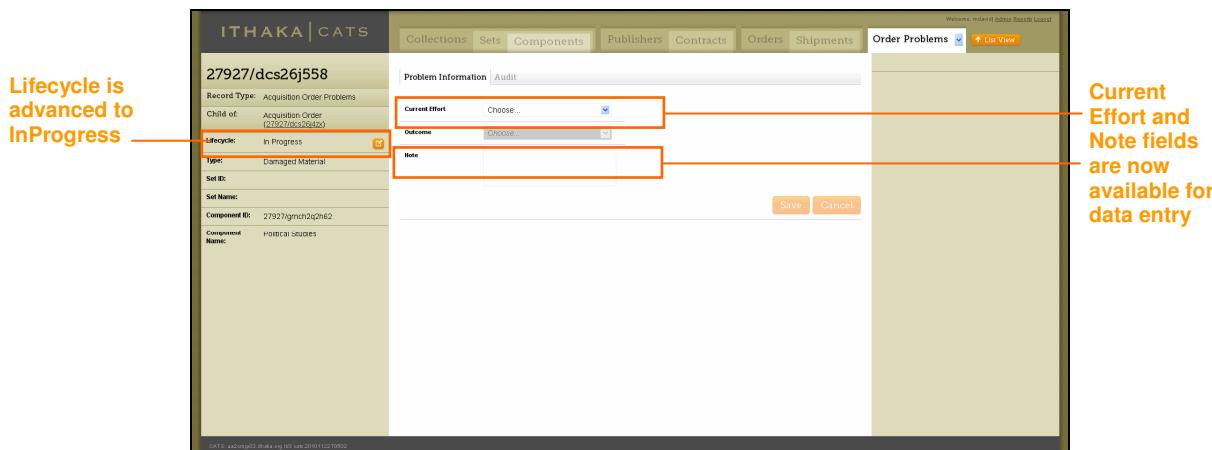
- From the Lifecycle field in the badge area of the record, click the Edit icon to advance the lifecycle.

The Advance Lifecycle wizard is launched, first displaying permissions for the record.

- Continue past the permissions screen to display a drop-down list for advancing the current lifecycle, as shown:



- From the Lifecycle drop-down listbox, select In Progress, then click **Continue**.
- Provide any additional information required by the wizard and then click **Save**.
- When the Results wizard screen displays, click **Return** to return to the Orders Problem Record screen.



The Lifecycle field in the badge area now displays a value of In Progress and the Current Effort listbox field and the Note field are available.

Current Effort and Note fields are now available for data entry

9. Use the Current Effort drop-down listbox to select a value that best describes the problem with the order, then use the Note field to provide any further details. Choices include: Contacted Supplier, Referred to CD, or Material on Its Way.
10. Click **Save**.

When you return to the Order Record screen, the default view is the Order Information internal tab. From there, you can scroll to the Problems with This Order area at the bottom of the main panel. You'll see the information about the problem you just defined, as shown:

ID	Order ID	Set ID	Set Name	Component ID	Component Name	Lifecycle	Type	Current Effort	Outcome
27927/dcs26j558	27927/dcs26j4zx	27927/grnch2q2h62	Political Studies	In Progress	Damaged Material	Contacted supplier	Contacted supplier	Contacted supplier	Contacted supplier

Advancing an Order Problem from In Progress to Completed

To advance the lifecycle of an order from IN PROGRESS to COMPLETED:

1. Open the Orders List screen by clicking the Orders global tab, and use the filter fields to narrow the list of orders to more easily identify the one that has the problem.
2. From the filtered Orders List screen, click anywhere on the record that you know has the order acquisition problem.

The Orders Record screen with the Order Information internal tab is displayed. Scroll down to the Problems with this Order area in the main panel, as shown:

Order Information

Extent (Pub-Unit)	Vol 1 No. 1-	Postmaster Address	
Extent (Date)	1953-	Quantity	Many Issues
Supplier	Stanford Library	Type	Loan
Supplier Contact Information	Managing Librarian	Return Obligation	Rebinding Required
Supplier Commitment	Potential	Notification Threshold (Months)	2

Shipments in this Order (5)

Order ID	Component ID	Component Name	Lifecycle	Outcome	Extent (Date)	Extent (Pub. Units)	Owning Unit	Return Obligation
27927/rec30559	27927/rec30642	27927/gmch2g2h62	Political Studies	Completed	Received Nov 1953-Nov 1955	Vol 1 No. 11	Loan	Rebind/rebound
27927/rec30560	27927/rec30642	27927/gmch2g2h62	Political Studies	Completed	Received 1953-1953	Vol 1 No. 1-Vol 1 No. 12 (not including Vol 1 No. 11 which was shipped separately)	Loan	Rebind/rebound
27927/rec30560	27927/rec30642	27927/gmch2g2h62	Political Studies	Expected	1953	Vol 1 No. 1	Loan	Rebind/rebound
27927/rec30560	27927/rec30642	27927/gmch2g2h62	Political Studies	Completed	Received 1954-1954	Vol 2 No. 1-Vol 2 No. 12	Loan	Rebind/rebound
27927/rec30564	27927/rec30642	27927/gmch2g2h62	Political Studies	Completed	Received 1953-1953	Vol 1 No. 11	Loan	Rebind/rebound

Problems with this Order (1)

Order ID	Set ID	Set Name	Component ID	Component Name	Lifecycle	Type	Current Effect	Outcome
27927/rec30559	27927/rec30642	27927/gmch2g2h62	Political Studies	In Progress	Damaged	Contacted Supplier		

- Locate the order problem whose lifecycle you wish to advance, and click anywhere on that record to display the Order Problem Record screen, as shown:

Problem Information

Current Effect	Contacted Supplier
Outcome	Choose
Note	Supplier checking with shipper to determine what happened to shipment

The Outcome field is only updateable when stepping through the wizard to advance the problem's lifecycle to COMPLETED.



- From the Lifecycle field in the badge area of the record, click the Edit icon to advance the lifecycle.

The Advance Lifecycle wizard is launched, first displaying permissions for the record.

- Continue past the permissions screen to display a drop-down list for advancing the current lifecycle, as shown:

Advance Order Problem Lifecycle

1. Permissions 2. C

Make selection and changes.

Please make a selection.

Lifecycle

Choose...
Choose...
Completed

- From the Lifecycle drop-down listbox, select Completed, then click **Continue**.

The wizard displays another window with a drop-down listbox for selecting from a list of outcomes, as shown:

Advance Order Problem Lifecycle

1. Permissions 2. Ch

Make additional selection and changes.

Choose one of the following.

Outcome

Choose...
Choose...
Received material
Supplier not sending
Cancelled order
Returned to supplier

- From the Outcome drop-down listbox, select the outcome that best describes the situation for this order problem, then click **Save** to view the Results.
- When the Results wizard screen displays, click **Return** to return to the Orders Problem Record screen.

The screenshot shows the 'Order Problems' screen in the CATS interface. On the left, a sidebar displays order details for record ID 27927/dcs26j558, including the 'Lifecycle' field which is set to 'Completed'. A callout box highlights this field with the text 'Lifecycle field for the order problem'. The main panel shows a form titled 'Problem Information' with tabs for 'Audit' and 'Review'. Fields include 'Current Effort' (Contacted Supplier), 'Outcome' (Supplier not sending), and a note about supplier checking. Buttons for 'Save' and 'Cancel' are at the bottom.

The Lifecycle field in the badge area now displays a value of Completed and the fields in the main panel are not available for any more updates.

When you return to the Order Record screen, the default view is the Order Information internal tab. From there, you can scroll to the Problems with This Order area at the bottom of the main panel. You'll see that the problem is listed with a Lifecycle of Completed, as shown:

The screenshot shows the 'Problems with this Order' section of the Order Record screen. It lists one problem with ID 27927/dacs26j558, Order ID 27927/dcs26j4ZX, Component ID 27927/grnchzqzh62, and Component Name Political Studies. The problem has a Lifecycle of Completed, Type of Damaged Material, Current Effort of Contacted supplier, and Outcome of Supplier not sending. A callout box highlights the 'Lifecycle' and 'Outcome' columns with the text 'The Lifecycle and the Outcome are updated'.

Closing an Order

Before you can close an order, you need to determine that all shipments in that order have been completed. If there are shipment problems, an order problem needs to be logged and that problem must be resolved before an acquisition can be closed.



If resolving an order problem results in a shipment not being sent or an order being canceled, this is indicated in the Outcome options when the order is completed.

To close an order:

1. Open the Orders List screen by clicking the Orders global tab, and use the filter fields to narrow the list of orders to more easily identify the one you want to close.
2. From the filtered Orders List screen, click anywhere on the record that you want to close.

The Orders Record screen is displayed, as shown:

Verify the lifecycle of each shipment is "Completed"

The screenshot shows the CATS interface with the following details:

- Order Information:**
 - Record ID: 27927/dcs26j4zx
 - Acquisition Order Type: Purchase Order
 - Order Status: Open
 - Supplier: Standard Library
 - Entered Date: 1990
 - Last Update Date: 2014-01-15
 - Open Shipment Count: 0
 - On Hold Count: 0
 - Outstanding Count: 0
- Shipments:**
 - Shipments in this Order (5):
 - Problems with this Order (1):

3. Scroll down to the Shipments in this Order area of the main panel. Review the life cycle for each of the shipments listed to make sure they are completed.

If there is a shipment that is not completed, check the Problems with this Order area of the screen to determine if there is a problem with that shipment.

4. Compare the number of Shipments in this Order with the number of Completed shipments in the list. If they are equal, you can continue with the process of closing the order.



If there are shipments that still have a lifecycle of New or Expected, you cannot complete the order. However, this is a good time to investigate why the shipments aren't complete and log an order problem if you discover that a problem is holding up the shipments. See "Logging an Order Problem" earlier in this chapter.

5. Assuming all the shipments are accounted for and the problems are all resolved, click on the Edit icon for the Lifecycle field in the badge area of the Orders Record screen.

An Advance Lifecycle wizard is launched. Upon continuing past the Permissions window, a Lifecycle drop-down listbox is displayed, as shown:

Advance Order Lifecycle

1. Permissions 2. Ch

Choose new lifecycle.

Lifecycle

Choose...
Choose... (highlighted)
Completed

6. From the Lifecycle drop-down listbox, select Completed, then click **Continue**.

The wizard displays another window with a drop-down listbox for selecting from a list of outcomes, as shown:

Advance Order Lifecycle

1. Permissions 2. Chan

Choose one of the following.

Outcome

Choose...
Choose... (highlighted)
Received
Cancelled
Returned



If the order was created as part of the process for scanning a publication unit internally, specify “Completed” as the Lifecycle and “Received” as the Outcome.

7. From the Outcome drop-down listbox, select the outcome that best describes the situation for this order, then click **Save** to view the Results screen.
8. When the Results wizard screen displays, click **Return** to return to the Orders Record screen.

The Lifecycle field shows the Order is Completed

Order Information

Field	Value
Order ID	27927/dcs26j4zx
Record Type	Acquisition Orders
Lifecycle	Completed
Outcome	Received
Type	Loan
Set ID	27927
Set Name	Political Studies
Component ID	27927gmc02c26j2
Component Name	Political Studies
Supplier	Stanford Library
Extent (Pub. Date)	1953
Extent (Pub. Date)	Vol 1 No. 1.
Open Shipments	0
Completed Shipments	5
Open Problems	0
On Hold	No
On Hold Reasons	

Shipments in this Order (5)

Order ID	Component ID	Component Name	Lifecycle	Outcome	Extent (Pub. Date)	Extent (Pub. Date)	OwnerShip	Return Obligation
27927gmc02c26j2	27927gmc02c26j2	Political Studies	Completed Received Nov 1953-vol1	Received	Vol 1 No. 11	Loan	Rebinding required	
27927gmc02c26j2	27927gmc02c26j2	Political Studies	Completed Received 1954-1954	Received	Vol 1 No. 12	Loan	Rebinding required	
27927gmc02c26j2	27927gmc02c26j2	Political Studies	Completed Received 1953-1953	Received	Vol 1 No. 11	Loan	Rebinding required	
27927gmc02c26j2	27927gmc02c26j2	Political Studies	Completed Received 1953-1953	Received	Vol 1 No. 12	Loan	Rebinding required	
27927gmc02c26j2	27927gmc02c26j2	Political Studies	Completed Received 1953-1953	Received	No. 12 (not including No. 11 which was shipped separately)	Loan	Rebinding required	

Problems with this Order (1)

Order ID	Set ID	Set Name	Component ID	Component Name	Extent	Page	Current Effect	Processor
27927gmc02c26j2	27927	Political Studies	27927gmc02c26j2	Political Studies	Completed	Damaged	Contacted Supplier	Supplier not sending material

The Lifecycle field in the badge area now displays a value of Completed, indicating that this Order is now complete.

Accounting for Publication Units Scanned or Photocopied In-House

When source publication units are missing or damaged, it sometimes becomes necessary to scan or photocopy an entire publication unit in-house. The following process explains how to account for this replacement publication in CATS after the missing or damaged publication unit has been manually scanned or photocopied.

To account for replacement publication units scanned in-house:

1. Manually scan or photocopy the publication unit.
2. Log in to CATS and create an order for the scanned publication unit.

For specific instructions on how to accomplish this, refer to “Creating an Order” earlier in this chapter. Be sure to use the field values that are documented for those who have scanned or photocopied publication units in-house.



The wizard for creating an order contains an extensive list of subwizards for working through processes like advancing the order to ORDERED and creating a shipment.

3. After completing all of the steps for creating an order, advance the shipment lifecycle to COMPLETED.

For specific instructions, refer to “Advancing the Lifecycle of Each Shipment” earlier in this chapter. Be sure to use the field values that are documented for those who have scanned or photocopied publication units in-house.

4. Advance the lifecycle of the acquisition unit to COMPLETED.

For specific instructions on how to accomplish this, refer to “Closing an Order” earlier in this chapter. Be sure to use the field values that are documented specifically for those who have scanned or photocopied publication units in-house.



Use the same guidelines to check in digital files for publication units scanned by contributors, partners, and imaging-only vendors. In fact, use these guidelines anytime we are going to produce the finished JSTOR Product from digital source and our "inventory" copy will be digital.

Checking Scanned Publication Units against Needed Source List

Now that the publication unit has been scanned or photocopied, you’ll need to check the component in CATS to see if this publication unit is listed in the Needed Source List.

To check the component:

1. Click on the Components global tab to display the Components List screen.

Use the filtering fields to help locate the component that matches the scanned publication unit.

2. From the Components List screen, click the component record that matches the scanned publication unit.

The Component Record screen will be displayed.

3. Click the Acquisitions internal tab to locate the Needed Source fields in the main panel, as shown:

...From the Acquisitions tab

...Locate the fields pertaining to any Needed Source

The screenshot shows the 'Components' tab selected in the top navigation bar. The 'Acquisitions' sub-tab is also selected and highlighted with a red box. To the left of the main form area, there are two orange annotations: one pointing to the 'Acquisitions' tab with the text "...From the Acquisitions tab", and another pointing to the 'Needed Source' section with the text "...Locate the fields pertaining to any Needed Source". The 'Needed Source' section is enclosed in a large red box. It contains the following fields:

- List on BIN: No
- Update BIN: No
- Needed Source: (empty)
- Needed Source Changed By: (empty)
- Needed Source Date Changed: (empty)

At the bottom right of the form are 'Save' and 'Cancel' buttons.

4. If the publication unit you just scanned or photocopied is listed on the Needed Source List, edit the Needed Source List to remove it.
5. If “Yes” is displayed in the List on BIN field, you’ll need to toggle the Update BIN field to Yes to ensure that the BIN gets updated to reflect that we no longer need a copy of the publication unit.

If "List on BIN" is Yes, change it to No. Then change the "Update BIN" field to Yes to make sure the BIN is updated

Journal of Interamerican Studies and World Affairs	UC Repository	Choose...
	HCL Repository	Choose...
	Initial CIL Release Status	Choose...
	Release Deadline	
Vol. 12-42	List on BIN	No
959-1969	Update BIN	No Choose... Yes No
Choose...	Needed Source	
022-1937	Needed Source Changed By	
Selected	Needed Source Date Changed	

Component (0)

Save Cancel

6. Click **Save** to update the component record. The system will automatically fill in Needed Source Changed By and Needed Source Date Changed for you.

CHAPTER 7:

Prepping Content for Vendor (Initial Production)

Many of the steps involved in preparing content for a vendor use systems and processes external to CATS. However, CATS augments these external systems and processes by acting as a tool for checking on shipment/order status and tracking progress. This chapter steps through the following interfaces within CATS:

- Scheduling digitization for a component
- Tracking Specific Indexing Guidelines (SIG) progress
- Naming the thumbnail image for the scanned cover
- Revising a page count estimate
- Sending components to the vendor
- Resolving vendor requests for replacement source material

Scheduling Digitization for a Component

The process of actually adding a component to the digitization schedule is handled outside of CATS using the Shipment Track spreadsheet. However, you can use CATS to review the orders and shipments for a component in order to decide when components can be scheduled for digitization.

To assess the status of orders and shipments:

1. Log in to CATS
2. Click on the Sets global tab.
3. From the Sets List screen, use the sort and/or filter fields to locate the set whose orders and shipments you wish to review, as shown:

The screenshot shows a list of sets in the ITHAKA | CATS system. The first set listed is 'Scientist', which has a detailed view shown below it. The view includes fields for 'Name', 'Released', 'Vol 1, no 1', 'Status', 'Release Date Actual', 'Participation Date', 'Well', 'Collections', 'Disciplines', 'On Hold', and 'Date Modified'. There are also buttons for 'Edit...', 'Delete...', and 'None...'.

Name	Released	Vol 1, no 1	Status	Release Date Actual	Participation Date	Well	Collections	Disciplines	On Hold	Date Modified	
Scientist	Mar 1913	Completed	2010/03/12				Health & General Science (1)	No	2792716x20spss	2010/01/05 00:01:55	
Social Scientist	Aug 1972	Completed	2005/05/13	2005/01/17			Arts & Sciences V9	Stockpile Studies (2)	No	2792716x20spg2	2010/01/04 23:56:41
Society of Industrial Scientists	Review Started	1982?	Vol 1.	Completed			For-Profit	Academic Initiatives	No	2792716x20kztr	2010/01/04 23:56:41
Membership Directory and Handbook of the Society of Industrial Scientists	New			New			Collectors	Public Library Collection	No	2792716x20swfr	2010/01/04 23:56:20
Registry of Professional Natural Scientists	New	1997/98		New			Corporate		No	2792716x20v8fd	2010/01/04 23:56:20

- From the resulting Sets Record screen, click the Acquisitions internal tab to review the list of Orders and Shipments for this set to determine how many and which orders and shipments are received vs. outstanding.

Following is an example showing a set containing a long list of orders and shipments; in fact, the shipment list has been truncated to fit on the page.

Sets global tab & Acquisitions internal tab

List of “Orders for this Set” begins here

List of “Shipments for this Set” begins here

The screenshot shows the ITHAKA | CATS interface with the 'Sets' tab selected. The left sidebar displays record details for 'American Scientist'. The main content area has three main sections:

- Orders for this Set (51):** This section contains a table with columns for Order ID, Order Date, Status, and Description. Many rows are collapsed, indicated by a small triangle icon.
- Shipments for this Set (52):** This section contains a table with columns for Shipment ID, Shipment Date, Status, and Description. Similar to the orders, many rows are collapsed.
- Components in this Set (1):** This section displays a single component entry with fields for Component ID, Name, and Description.

- Upon reviewing a close-up of a partial list of orders for this set, you can determine which orders are Completed and which have a status of Ordered.

Review Lifecycle and Outcome columns to determine status for scheduling digitization

Orders for this Set (51) X								
	Lifecycle	Outcome	Component	Extent (Pub. Units)	Extent (Dates)	Supplier	Commitment	Type
	Completed	Received	American Scientist	Vol. 10-17 No. 1-4, all	1922-1929	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 282-0444 x223 mryan@amscl.org	Migrated as Null	Loan
	Completed	Received	American Scientist	Vol. 28 No. 4	1940	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 282-0444 x223 mryan@amscl.org	Migrated as Null	Loan
	Completed	Received	American Scientist	Vol. 28 No. 1-2	1940	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 282-0444 x223 mryan@amscl.org	Migrated as Null	Loan
	Completed	Received	American Scientist	Vol. 22 No. 1-4, all	1934	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 282-0444 x223 mryan@amscl.org	Migrated as Null	Loan
	Completed	Received	American Scientist	Vol. 29 No. 1-4	1941	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 282-0444 x223 mryan@amscl.org	Migrated as Null	Loan
	Completed	Received	American Scientist	Vol. 21 No. 2-4	1933	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 282-0444 x223 mryan@amscl.org	Migrated as Null	Loan
	Ordered		American Scientist	Vol. 68 No. 2	1980	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 282-0444 x223 mryan@amscl.org	Migrated as Null	Donation
								Not Applicable

- To view more information about a particular order, click the order to display the associated Order Record screen, as shown:

Orders global tab
Order Information internal tab

Pay particular attention to the area listing Problems with this Order

The screenshot shows the CATS interface with the 'Orders' global tab selected. The 'Order Information' internal tab is active, displaying the following details for an order:

- Record Type:** Acquisition Order
- Lifecycle:** Ordered
- Outcome:** None
- Type:** Loan
- Extent (Date):** 1943-1969
- Extent (Pub. Units):** Vol. 31-57 No. 1-4, all
- Supplier:** Morgan Ryan
American Scientist
Research Triangle Park, NC
- Supplier Contact Information:** Morgan Ryan
American Scientist
Research Triangle Park, NC 27709
(800) 282-0444 x223
mryan@amscl.org
- Supplier Commitment:** Migrated as Null
- Quantity:** Migrated as Null
- Type:** Loan
- Return Obligation:** Rebinding Required
- Reprints:** Migrated as Null
- Not Received:** 7/15/10
(If volume numbers and dates do not correspond use dates for obligation)
- Notification Threshold (Months):** 12

Shipments in this Order (1)

ID	Order ID	Component ID	Component Name	Lifecycle	Outcome	Extent (Date)	Extent (Pub. Units)	Quantity	Type	Return Obligation	Reprints	Not Received	Notification Threshold (Months)
2792706x23929g	2792706x23929g	2792706x23929g	2792706x23929g	Ordered	None	1943-1969	Vol. 31-57 No. 1-4, all	Migrated as Null	Loan	Rebinding Required	Migrated as Null	7/15/10	12

Problems with this Order (0)

- On the Order Record screen, pay particular attention to the area near the bottom of the main panel, where it lists “Problems with this Order.” The information in this section will help you to determine if there are any known problems that could impact the scheduling of this order for digitization.

Back on the Set Record screen, Acquisitions internal tab, scroll down the main panel to view the shipments for the set.

- Upon reviewing a close-up of a partial list of shipments for this set, you can determine which shipments are Completed and which have a status of Expected, as shown.

Review Lifecycle and Outcome columns to determine status for scheduling digitization

Shipments for this Set (52)  											
Lifecycle	Outcome	Component	Extent (Pub Units)	Extent (Dates)	Owner	Obligation	Disposition	Completed	On Hold	ID	Order ID
Completed	Received All	American Scientist	Vol. 18 No. 1	1930	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bvgz	27927/dcs23b
Completed	Received All	American Scientist	Vol. 8 No. 2-3	1920	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bt55	27927/dcs23b
Completed	Received All	American Scientist	Vol. 40 No. 1-3	1952	ITHAKA	Not applicable	Still in use	2010/07/26	No	27927/dcs23c228	27927/dcs23c
Completed	Received All	American Scientist all	Vol. 89-77 No. 1-6,	1981-2009	ITHAKA	Not applicable	Still in use	2010/07/26	No	27927/dcs23c1n1	27927/dcs23c
Completed	Received All	American Scientist	Vol. 98 No. 5	September 2010	ITHAKA	Not applicable			No	27927/dcs20sq14	27927/dcs20s
Completed	Received All	American Scientist all	Vol. 46-57 No. 1-4,	1958-1969	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bxzr	27927/dcs23b
Completed	Received All	American Scientist	Vol. 18 No. 3-4	1930	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bvrww	27927/dcs23b
Completed	Received All	American Scientist all	Vol. 38-44 No. 1-4,	1950-1956	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bzkr	27927/dcs23b
Completed	Received All	American Scientist	Vol. 98 No. 5	2010	ITHAKA	Not applicable	Still in use	2010/08/24	No	27927/dcs23f60x	27927/dcs23t
Completed	Received All	American Scientist	Vol. 9 No. 1-2	1921	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bt74	27927/dcs23b
Completed	Received All	American Scientist	Vol. 21 No. 2-4	1933	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bwqgs	27927/dcs23b
Completed	Received All	American Scientist	Vol. 26 No. 2-4	1938	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bxjxt	27927/dcs23b
Completed	Received All	American Scientist	Vol. 19 No. 1	1931	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bvrvt	27927/dcs23b
Completed	Received All	American Scientist all	Vol. 85-97 No. 1-6,	1997-2009	ITHAKA	Not applicable	Still in use	2010/07/26	No	27927/dcs23f77r	27927/dcs23t
Completed	Received All	American Scientist	Vol. 98 No. 1-4	2010	ITHAKA	Not applicable	Still in use	2010/07/26	No	27927/dcs23e1q0	27927/dcs23c
Completed	Received All	American Scientist	Vol. 98 No. 1	2010	ITHAKA	Not applicable	Still in use	2010/07/28	No	27927/dcs23e9hp	27927/dcs23c
Completed	Received All	American Scientist	Vol. 10-17 No. 1-4,	1922-1929	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bvbt1	27927/dcs23b
Completed	Received All	American Scientist	Vol. 98 No. 6	2010	ITHAKA	Not applicable	Still in use	2010/10/14	No	27927/dcs23pk6n	27927/dcs23p
Completed	Received All	American Scientist	Vol. 97 No. 5-6	2009	ITHAKA	Not applicable	Still in use	2010/07/26	No	27927/dcs23e247	27927/dcs23c
Completed	Received All	American Scientist	Vol. 32 No. 4	1944	Loan	Rebinding Required	Still in use	2010/07/26	No	27927/dcs23bz7x	27927/dcs23b
Completed	Received All	American Scientist	Vol. 68 No. 1	1980	ITHAKA	Not applicable	Still in use	2010/07/26	No	27927/dcs23elh3	27927/dcs23c
Expected	Received All	American Scientist	Vol. 68 No. 2	1980	ITHAKA	Not applicable			No	27927/dcs239z80	27927/dcs23b
Completed	Received American		Vol. 23 No. 1	1935	Loan	Rebinding	Still in use	2010/07/26	No	27927/dcs23bx03	27927/dcs23b

- To view record information for a particular shipment in the list, click the shipment to display the Shipments Record screen, as shown:

Shipments Record screen

CATS: 27927/dts239dct
Record Type: Issue Shipments
Child of: 27927/dts239dct
Lifecycle: Expected
Outcome: Choose
Component ID: 27927/dts20spvy
Component Name: American Scientist
Sets: American Scientist
Extent Dates: 1943-1969
Extent (Pub. Units): Vol. 31-57 No. 1-4,ptl
On Hold: No
On Hold Reason:

Information | Siblings | Legacy | Audit trial

Extent (Date): 1943-1969
Return Date:
Return Tracking:
Quantity: Migrated as Null
Format: Paper
Condition: Migrated as null
Note: 7/14/11 (j)
If volume numbers and dates do not correspond use dates for obligation.
Completed By:
Date Completed:
Save Cancel

No Notes are applicable

Based on the information you've determined from reviewing the Set and its associated orders and shipments, update the Shipment Track spreadsheet, outside of the CATS system, to indicate when this set might be ready for digitization



You may want to keep the Set Record open in one browser tab or window while looking at orders and shipments in other tabs/windows.

Tracking Specific Indexing Guidelines (SIG) Progress

Librarians are responsible for writing Specific Indexing Guidelines (SIGs), which the digitization vendor will use when indexing a journal. Although the Guidelines are drafted outside of CATS, the CATS system is used for updating the production status to SIG STARTED and later, SIG COMPLETED. In addition, certain field information is logged into CATS by the Librarian responsible for writing the SIG for a particular journal. This section explains how to update the production status and enter the CATS field data related to this process.

Updating Production Status to Show SIG Progress

To update CATS to reflect that the Specific Indexing Guidelines are in-process:

1. Log in to CATS
2. Click on the Sets global tab.
3. From the Sets List screen, search for your assigned journal.



If you're writing guidelines for a previous title or if you don't get a result in Sets, try searching in Components.

4. Click on that set to display the associated Sets Record screen, as shown:

Title History internal tab

List of Components in this Set

The screenshot shows the ITHAKA | CATS interface for managing sets. The top navigation bar includes 'Collections', 'Sets' (which is active), 'Components', 'Publishers', 'Contracts', 'Orders', 'Shipments', and 'More Options'. The main content area is titled 'Political Studies' and contains various metadata fields. Below the main content, there's a 'Components' section with a table showing one component: '27927/grnch2g2h62 Political Studies'. The 'Components' tab is highlighted with a red box.

5. Locate the Components in this Set list on the Title History internal tab. Select the component(s) that will be covered by the Specific Indexing Guidelines. Choose "Production Status" from the Bulk Operations drop-down list, as shown:

List of Components in this Set

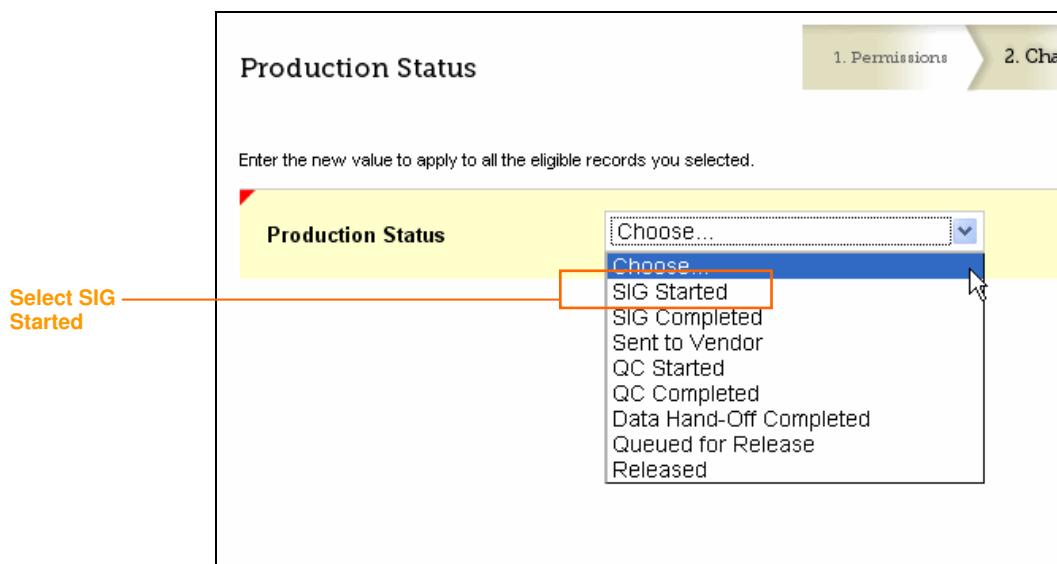
Select component(s)

Select Production Status from Bulk Operations drop-down list

The screenshot shows the 'Components in this Set' list. It displays a table with one row for the component '27927/grnch2g2h62 Political Studies'. To the right of the table is a 'Bulk Operations' dropdown menu. The 'Production Status' option is highlighted with a red box. Other options in the dropdown include 'Add Component', 'Edit Disciplines', 'Grant Code', 'HCL Repository', 'List on BIN Status', 'On Hold Status', 'Participation Date', 'Projected Release Date', 'Release Deadline', 'Rights Obtained', 'Selection Recommendation', and 'Selection Status'.

This will launch a wizard for updating the components' production status.

After continuing through the wizard's Permissions window, a Production Status window is displayed with a drop-down list for selecting a new production status.



6. From the Production Status drop-down list, select SIG Started; then click **Continue**.
7. Continue through the remaining wizard screens until the final Results screen is displayed. Click **Finish**.

You will return to the Sets Record screen. The Production Status field in the badge area will be updated to SIG STARTED and your username will appear as SIG Author.



The Set Record shows a roll-up of the Components Production Status. It takes up to 60 seconds to change when you change the components

Title History internal tab

Production Status and SIG Author fields will be updated



If you are writing a SIG for a component that just started publishing and someone already wrote the SIG for other components in the set, your changes will not change the Production Status on the Set and your name will be added to the SIG Author information on the Set.

Updating SIG-Related Field Data

- From the Sets Record screen, locate the Components In This Set list on the Title History internal tab, as shown:

Title History internal tab

Components in this Set

The screenshot shows the ITHAKA | CATS interface for managing sets. The top navigation bar includes tabs for Collections, Sets, Components, Publishers, Contracts, Orders, Shipments, and More Options. The 'Sets' tab is active, displaying a record for 'Political Studies'. The left sidebar contains various metadata fields like Record Type, ID, Lifecycle, Current Title, Collection, Discipline, Participation Date, Licensee, Publisher, Rights, Wall, Production Status, CL Release Status, and SIG Author. The main content area is titled 'Title History' and includes sections for Title History Status, Extent (Dates), Extent (Publ. Units), Frequency, Publishing Status, Publisher (aka Title History), Publisher's Current Content Online, and Publisher's Online Content Note. A large orange box highlights the 'Components in this Set (1)' section, which lists one component: '270271gn002q2w2 Political Studies'. Below this are sections for Related Components (0) and Title Relationships for Components in this Set (0).

- Click on the component whose SIG info you are tracking.

The associated Components Record screen is displayed, as shown:

3. From the Components Record screen, update the following fields with the associated Literatum and bibliographic information, and click **Save**:

- On the Title History Internal Tab
 - * LTM Journal Code: Type in the associated journal code from the Literatum system.
 - * LTM Journal ID: Type in the associated journal ID from the Literatum system.
 - * If necessary, update the Extent (Pub Units) field.
 - * If necessary, update the Extent (Dates) field.
- On the Digitization Internal Tab
 - * SIG Author: From the drop-down listbox, select the author assigned to write the Specific Indexing Guidelines (the SIG).

4. From the Sets Record screen, update the Production Status to reflect that the Specific Indexing Guidelines (SIGSs) are completed.

For instructions refer to “Updating Production Status to Show SIG Progress,” documented earlier in this section. However, when the wizard prompts for selecting the production status, you’ll want to select SIG Completed instead of SIG Started.



If the Literatum Journal Code and Journal ID were not entered on the Component Record screen when the SIG was started, Production Status cannot be updated to SIG Completed.

5. When the Production Status wizard is finished, you'll be returned to the Components Record screen. Within a few seconds, the Production Status field in the badge area will be updated to SIG COMPLETED, as shown

LTM fields

Production Status is SIG Completed

Title Relationships for this Component (0)

Verify the Literatum information is up-to-date on the Title History tab. If it needs updating, enter the new values in the LTM Journal Code and LTM Journal ID fields, then click **Save**.

6. Click the Digitization tab and locate the SIG Date Completed field. The field should now be populated with today's date.

Digitization internal tab

SIG Date Completed field should now reflect today's date

The screenshot shows the ITHAKA | CATS interface with the 'Components' global tab selected. The main content area displays a component record for 'Political Studies'. The 'Digitization' tab is active, showing various fields related to digitization status, acquisition dates, and release details. A red box highlights the 'SIG Date Completed' field, which is set to '2019/11/23'. Another red box highlights the 'Digitization' tab at the top of the screen.

Naming the Cover Thumbnail Image

The scanning of the cover thumbnail image takes place outside of CATS. However, the members of the Archival Accuracy and Completeness Team will want to use CATS when they are looking up the Literatum journal codes (LTM Journal Code) for components.

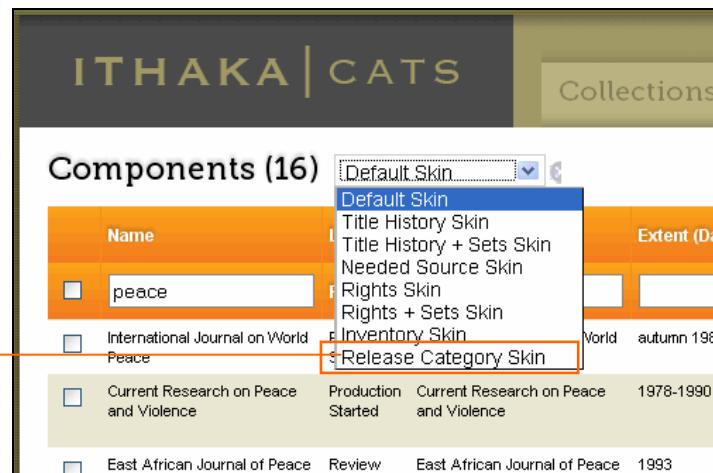
To locate the LTM Journal Code in CATS:

1. Log in to CATS
2. Click on the Components global tab.
3. From the Components List screen, use the Component Name filter field to narrow the list of components, making it easier to locate the component you're scanning the cover thumbnail for, as shown:

Use the Component Name field to filter the Component List

Components (16) Default Skin											
Name	Life cycle	Sets	Extent (Dates)	Extent (Pub Units)	Production Status	Licensor	Rights Exhibitions	Collections	Disciplines	Prod ISSN	LTN Journals
peace	Review Started	None	International Journal on World Peace	autumn 1984-	Vol. 1, no. 1-	Published	Professors World Peace Academy	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection	0142-3540	123456789
International Journal on World Peace	Review Started	None	International Journal on World Peace	autumn 1984-	Vol. 1, no. 1-	Published	Professors World Peace Academy	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection	0142-3540	123456789
Current Research on Peace and Violence	Production Started	None	Current Research on Peace and Violence	1978-1990	v. 1-13	Sent to Vendor	Tampere Peace Research Institute, University of Tampere	No	Public Library Collection, Arts & Sciences VI Collection	0356-7793	10.2307/6000
East African Journal of Peace and Human Rights	Review Started	None	East African Journal of Peace & Human Rights	1993	Vol. 1, no. 1-	New		No		1021-0699	
Instant Research on Peace and Violence	Production Started	None	Current Research on Peace and Violence	1971-1977	vol. III, v. 7	Sent to Vendor	Tampere Peace Research Institute, University of Tampere	No	Public Library Collection, Arts & Sciences VI Collection	0048-867X	10.2307/6000
International Journal on Peace Studies	Review Started	None	International Journal on Peace Studies	Jan. 1996-	Vol. 1, no. 1-	New		No		1095-7494	
Peace Research	Review Started	None	Peace Research	Nov. 1969-	Vol. 1-	New		No		0038-4997	
The Advocate of Peace and Universal Brotherhood	Queued for Release	World Affairs	World Affairs	Jan. 1946-Dec. 1946	Vol. 1, no. 1-v. 1, no. 12	Queued for Release	Hedelt Publications	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection		needs one
Advocate of Peace (1947)	Queued for Release	World Affairs	World Affairs	Jan. 1947-Mar. 1948	Vol. 7, no. 1-v. 7?	Queued for Release	Hedelt Publications	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection		needs one
The American Advocate of Peace and Arbitration	Queued for Release	World Affairs	World Affairs	1950-Mar./Mar. 1952	77-v. 54, no. 2	Queued for Release	Hedelt Publications	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection		needs one
American Advocate of Peace	Queued for Release	World Affairs	World Affairs	June 1952-Dec. 1953	Vol. 54, no. 3-v. 55, no. 12	Queued for Release	Hedelt Publications	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection		needs one
The Advocate of Peace (1954-1957)	Queued for Release	World Affairs	World Affairs	Jan. 1954-Mar. 1957	Vol. 45, no. 1-v. 52, no. 2	Queued for Release	Hedelt Publications	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection	2155-7799	10.2307/6000
Advocate of Peace through Justice	Queued for Release	World Affairs	World Affairs	Mar. 1950-Mar. 1952	Vol. 82, no. 3-v. 94, no. 1	Queued for Release	Hedelt Publications	No	Arts & Sciences VI Collection, Public Library Collection, Corporate & For-Profit Access Initiative Collection	2155-7792	10.2307/6000
The Harbinger of Peace	New	The Harbinger of Peace	The Harbinger of Peace	May 1926-Apr. 1931	Vol. 1, no. 1-v. 3, no. [12]	New		No		needs one	
Defence Economics: The Political Economy of Defense, International Security, and War	Review Started	Defence and Peace	Defence and Peace	1990-1993	Vol. 1-V. 4	New		No		1043-2717	
Defence and Peace Economics	Review Started	Defence and Peace	Defence and Peace	1994-	Vol. 5-	New		No		1024-3594	
Journal of Peace Research	Released	Journal of Peace Research	Journal of Peace Research		Released	Sage Publications, Ltd.	No	Public Library Collection, Corporate & For-Profit Access Initiative Collection, Arts & Sciences VI Collection	0022-3433	10.2307/6000	

4. Use the Default Skin drop-down list box near the top left-hand side of the screen to select the Release Category Skin, as shown:



The Components List screen redisplays using the Release Category Skin, as shown:

The screenshot shows the 'Components' tab in the ITHAKA | CATS interface. The page title is 'Components (6013)'. There is a search bar labeled 'Release Category' with a dropdown arrow. Below the search bar is a table with columns: Name, Sets, Production Status, LTM Journal ID, LTM Journal Code, and Set. The first row shows 'Test Components - CIL' with 'Test Components - CIL' in the Sets column, 'New' in Production Status, and '123456789' in LTM Journal ID. The LTM Journal Code '987654321' is highlighted with an orange box. The second row shows 'International Journal on World Peace' with 'International Journal on World Peace' in the Sets column, 'Completed' in Production Status, and '123456789' in LTM Journal ID. The LTM Journal Code '987654321' is also highlighted with an orange box. The third row shows 'Test Sets - Creating New Journal' with 'Test Sets - Creating New Journal' in the Sets column, 'New' in Production Status, and '123456789' in LTM Journal ID. The fourth row shows 'hrtshdshdfgAAAAAA' with 'hrtshdshdfgAAAAAA' in the Sets column, 'New' in Production Status, and '123456789' in LTM Journal ID.

5. Use the LTM Journal Code for this component to name the cover thumbnail image.



The Literatum journal code (LTM Journal Code) field is also visible from the Components Record screen, on the Title History internal tab.

Revising the Page Count Estimate

Assuming a member of the Archival Accuracy and Completeness Team now has access to the actual journal(s) that are being prepared for sending to the vendor, he/she can revise the page count estimate that was originally provided for the set.

To log the revised page count in CATS:

1. Log in to CATS
2. Click on the Sets global tab.
3. From the Sets List screen, use the Set Name filter field to narrow the list of sets, making it easier to locate the set whose page count you are revising, as shown:

The screenshot shows the 'Sets' tab in the ITHAKA | CATS interface. The page title is 'Sets (1)'. There is a search bar labeled 'Sets (1)' with a dropdown arrow. Below the search bar is a table with columns: Name, Lifecycle, Extent (Dates), Extent (Pub. Units), Title History Status, Release Date Actual, Participation Date, Wall, Collections, Disciplines, On Hold, and ID. The first row shows 'world peace' in the Name column, 'Production Started' in Lifecycle, 'autumn 1984-' in Extent (Dates), 'Vol. 1, no. 1-' in Extent (Pub. Units), 'Completed' in Title History Status, '2010/07/02' in Release Date Actual, 'Moving (at 4 year delay, display through 2005)' in Participation Date, 'Art & Science' in Wall, 'Arts & Sciences Collection' in Collections, 'Political Science (1)' in Disciplines, 'No' in On Hold, and '279' in ID. The 'Set Name' filter field is highlighted with an orange box and contains the text 'world peace'.

4. Click the appropriate set on the Set List screen to display the corresponding Set Record screen.
5. On the Set Record screen, click the Digitization internal tab to locate the Revised Page Count Est field, as shown:

The screenshot shows the 'Digitization' internal tab in the CATS interface. The 'Revised Page Count Est.' field is highlighted with an orange box and labeled 'Revised Page Count Est.' with an orange arrow. The 'Digitization' tab is also highlighted with an orange box and labeled 'Digitization internal tab' with an orange arrow.

Digitization internal tab

Revised Page Count Est

Digitization

Revised Page Count Est.

6. Using the information from the actual journal, type a value into the Revised Page Count Est field.
7. Click the **Save** button.

Sending Components to the Vendor

The actual sending of the documents or files to the vendor takes place outside of CATS; however, a member of the Archival Accuracy and Completeness Team needs to log appropriate vendor-related information into CATS for tracking purposes and update the production status of the component to SENT TO VENDOR.

To update CATS when components have been sent to a vendor:

1. Log in to CATS
2. Click on the Sets global tab.
3. From the Sets List screen, use the Set Name filter field to narrow the list of sets, making it easier to locate the set you're sending to the vendor, as shown:

The screenshot shows the 'Sets' list interface in the CATS interface. The 'Set Name' filter field is highlighted with an orange box and labeled 'Use the Set Name field to filter the Set List' with an orange arrow.

Use the Set Name field to filter the Set List

4. Click the appropriate set on the Sets List screen to display the corresponding Set Record screen, as shown:

Title History internal tab

Components in this Set

The screenshot shows the CATS Set Record interface. The main title is "Political Studies". The "Sets" tab is active. On the left, there's a sidebar with various tabs like "Record Type", "Lifecycle", "Collections", "Discussions", etc. Below the sidebar, there's a section for "Components in this Set". At the top right, there's a "Title History" internal tab. The main content area displays "Title History Status" (Completed), "Extent (Pub. Units)" (Vol. 1, no. 1-), and "Frequency" (Unknown). There are also sections for "Publisher (or via Title History)", "Publisher's Current Content Online", and "Publisher's Online Content Note". On the right side, there are tabs for "OCLC Libraries Holding This Record", "Languages", "Book Reviews", "Illustrations", "Version Consulted", "Page Count Est.", "Page Count Based On", "Regulator", "Author", and "Date Completed". Below the main content area, there are sections for "Components in this Set (1)", "Related Components (0)", and "Title Relationships for Components in this Set (0)".

5. Locate the Components in this Set list on the Title History internal tab. Select the component(s) that you will be sending to the vendor by clicking on the empty checkbox to the left of each component in the list.
6. Choose "Digitization Vendor" from the Bulk Operations drop-down list, as shown:

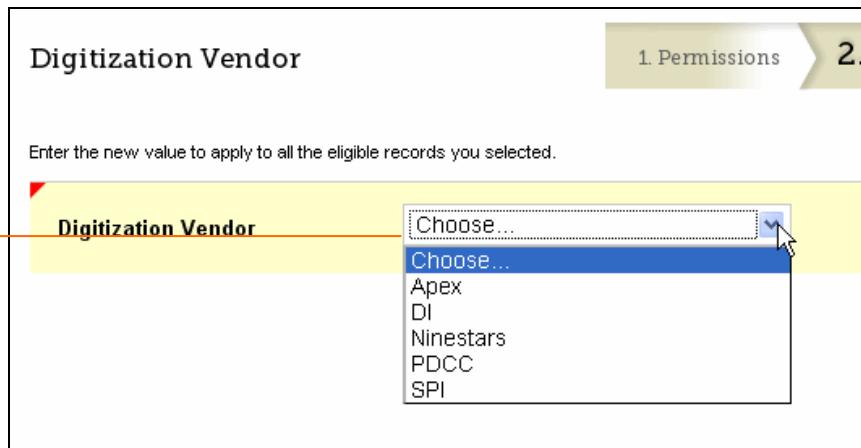
Select Digitization Vendor from Bulk Operations drop-down list

List of Components in this Set

Select component(s)

The screenshot shows the "Components in this Set (1)" list. It includes columns for ID, Name, Subtitle, Lifecycle, Recommended?, Extent (Pub. Units), Extent (Dates), Start Year, Print ISSN, EISSN, ISSN Status, and OCLC Nu. The first row shows an ID of 27927/grnch2qh62, a Name of Political Studies, a Subtitle of null, a Lifecycle of Production Started, a Recommended? status of Yes, an Extent (Pub. Units) of Vol. 1, no. 1-, an Extent (Dates) of Feb. 1953-, a Start Year of 0032-3217, a Print ISSN of 9032-3217, an EISSN of null, an ISSN Status of Migrated as null, and an OCLC Nu of null. To the right of the list is a "Bulk Operations" dropdown menu. The "Digitization Vendor" option is highlighted with a blue box. Other options in the menu include Add Contract Detail, Add Parent Set, Add Publisher Role, Add/Remove Tags, Add Title Relationship, CIL Release Status, Edit Disciplines, Grant Code, HCL Repository, List on BN Status, On Hold Status, Participation Date, Production Status, Projected Release Date, Release Deadline, Rights Obtained, Selection Recommendation, Selection Status, and Add Component.

The Digitization Vendor wizard is launched, displaying a list of vendors for you to choose from, as shown:



7. **Continue** through the remaining wizard screens until you **Return** to the Set Record screen. You are now ready to change the production status for the component(s).
8. Again, locate the Components in this Set list on the Title History internal tab. Click on the empty checkbox(es) to select the component(s) for which you are updating the production status.
9. Choose " Production Status" from the Bulk Operations drop-down list, as shown:

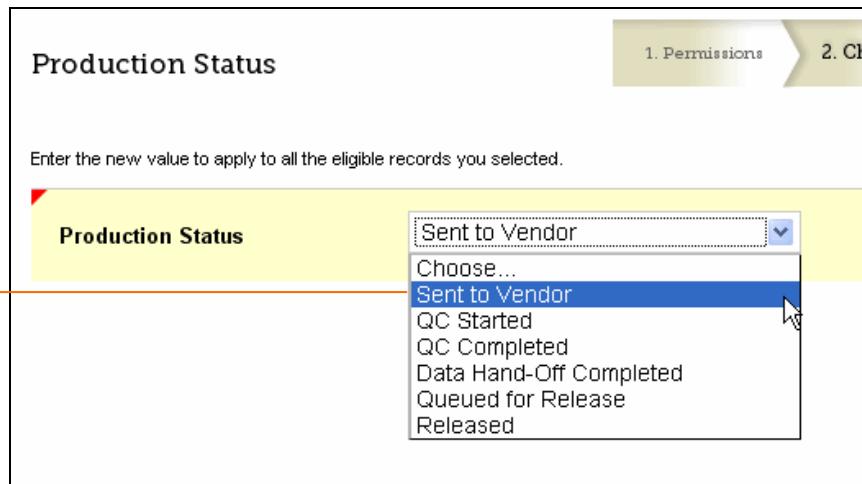
Select Production Status from Bulk Operations drop-down list

List of Components in this Set

Select component(s)

ID	Name	Subtitle	Lifecycle	Recommended?	Extent (Pub Units)	Extent (Dates)	Start Year	Print ISSN	EISSN	ISSN Status	OLCL
27927/grnch2q2h62	Political Studies		Production Started	Yes	Vol. 1, no. 1-	Feb. 1953-	0032-3217	9032-3217		Migrated as null	

The Production Status wizard is launched, displaying a list of statuses for you to choose from, as shown:



10. **Continue** through the remaining wizard screens until you **Return** to the Set Record screen.

Eventually, the Production Status field in the badge area of the Set Record screen will be updated to SENT TO VENDOR.

At this point, if you open the Component Record screen for any of the components that you just operated on and click on the Digitization internal tab, you'll see that the Date Sent to Vendor will reflect the current date, as shown:

Digitization internal tab

Date Sent to Vendor field reflects the current date and cannot be edited

Production Status field indicates Sent to Vendor

The screenshot shows the 'Components' tab for a 'Political Studies' record. The 'Digitization' internal tab is selected. Annotations highlight the 'Date Sent to Vendor' field (set to 2010/11/23) and the 'Production Status' field (set to 'Sent to Vendor'). Other fields visible include Selection Status (Targeted), Production Note, Image Darkening, and various release dates and statuses.

Resolving Vendor Requests for Replacement Source Material

When a digitization vendor notices source material is missing, the vendor creates a ticket in the CM Tracker JIRA, external to CATS. When a member of the Archival Accuracy and Completeness Team notices that the vendor has reported missing source materials, he/she will use CATS to determine the following:

- Was the material reported as missing in CATS?
- Was the material reported as “Received” in CATS, and if so, can the source materials be located?

If the material was never received or cannot be located, a member of the Archival Accuracy and Completeness team should notify the vendor and update the Needed Source List in CATS.

Checking for Needed Source

To determine the status of the material at the Component Record level:

1. Log in to CATS.

2. Click on the Sets global tab.
3. From the Sets List screen, use the Set Name filter field to narrow the list of sets, making it easier to locate the correct set.
4. Click on the set record that you're checking for the vendor.

The Set Record screen is displayed. Review the Needed Source information in the Annotations area, on the right-hand side of the screen to determine if the vendor's missing source is listed here, as shown:

Needed Source: Political Studies

Vols. 4 - 39 (1956-1991); Vols. 51 - current (2002-current);
by mdavid at 2010-11-22 22:12:59.888

Edit

Look in the Annotations area for Needed Source that has been documented for the components in this set.

Political Studies

Title History Status: Completed **OCLC Libraries Holding This Record:** [redacted]

Extent (Dates): Feb. 1953- **Language:** [redacted]

Extent (Pub. Info): Vol. 1, no. 1- **Book Reviews:** Unknown

Frequency: [redacted] **Illustrations:** Unknown

Publishing Status: Unknown **Version Committed:** Migrated as Null

Publisher (or via Title History): [redacted] **Page Count Est.:** 34000

Rights: [redacted] **Page Count Based On:** Migrated as Null

Walt: [redacted] **Regulator:** Choose

Production Status: Sent to Vendor **Author:** Choose

CE Release Status: Okay to Process **Date Completed:** 2009-09-01

SKU Author: mdavid **Components in this Set (1)**

Release Date: [redacted]

On Hold: No **Components in this Set (1) Bulk Operations:** [redacted]

On Hold Reason: [redacted]

Components in this Set (1):

ID	Title	Status	Start Date	End Date	Notes
27927/grnch2q7m	Political Studies	Production Yes	Started	Vol. 1, no. 1-	Feb. 1953- 0003-3217 9032-3217 Myred as null

Related Components (0)

Title Relationships for Components in this Set (0)



Needed Source is also listed on the Components Record screen on the Acquisitions internal tab.

Checking Received / Not Received Shipments

To determine the status of the material at the Shipment level:

1. Log in to CATS.
2. Click on the Shipments global tab
3. From the Shipments List screen, use the Name filter field to narrow the list of shipments, making it easier to locate the shipment you're checking for the vendor.

4. From the filtered Shipments List screen, review the following columns for appropriate values:

- The Lifecycle column should contain a value of Completed for each shipment.
- The Outcome column should contain a value of Received All for each shipment.

Following is an example of the Shipments List screen with these columns highlighted:

ESP	ID	Sets	Component Name	Lifecycle	Date Shipped	Last Update	Supplier	Committed	Order Type	Date Compled	Outcome
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 1 No. 1-.	1953-	Stanford Library	Potential	Loan	2015/11/22 22:09:12
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 1 No. 1-1951 No. 12/1947	1953-1953	Stanford Library	Potential	Loan	2015/11/23 19:09:49
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 1 No. 11	1953-1953	Stanford Library	Potential	Loan	2015/11/22 18:09:37
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 3 No. 11	Nov 1955-Nov/1955	Stanford Library	Potential	Loan	2015/11/23 17:12:30
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 2 No. 1-2	1954-1954	Stanford Library	Potential	Loan	2015/11/23 15:09:57
<input type="checkbox"/>	No	Not Set	Science and Art European Review	Science and Art European Review	Completed	Vol 89 No. 3	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Not Set	Proceedings of the National Academy of Sciences of the United States of America	Proceedings of the National Academy of Sciences of the United States of America	Completed	Vol 107 No. 45	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Not Set	Nature	Nature	Completed	Vol 57 No. 5	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Okay to Process	Research in Higher Education	Research in Higher Education	Completed	Vol 51 No. 3	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Not Set	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 40 No. 2	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Released	Science	Science	Completed	Vol 330 No. 6006	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 140 No. 2	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 140 No. 1	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/06/04 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 139 No. 2	2009	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/06/10 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 139 No. 1	2009	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2009/06/10 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 138 No. 2	2008	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2008/12/05 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 138 No. 1	2008	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2008/06/09 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 137 No. 2	2007	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2008/06/01 00:00:00
<input type="checkbox"/>	No	Released	Transactions of the American Philosophical Association	Transactions of the American Philosophical Association	Completed	Vol 137 No. 1	2007	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2007/10/01 00:00:00
<input type="checkbox"/>	No	Not Set	Reading Teacher	Reading Teacher	Completed	Vol 84 No. 3	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Not Set	Quarterly Journal of Finance	Quarterly Journal of Finance	Completed	Vol 49 No. 1	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Not Set	Quarterly Journal of Finance and Accounting	Quarterly Journal of Finance and Accounting	Completed	Vol 48 No. 4	2009	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/07/06 00:00:00
<input type="checkbox"/>	No	Not Set	Quarterly Journal of Finance and Accounting	Quarterly Journal of Finance and Accounting	Completed	Vol 49 No. 3	2009	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/02/17 00:00:00
<input type="checkbox"/>	No	Not Set	Nouvelles Questions d'Histoire	Nouvelles Questions d'Histoire	Completed	Vol 29 No. 3	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/23 00:00:00
<input type="checkbox"/>	No	Not Set	Kirk University Review	Kirk University Review	Completed	Vol 40 No. 2	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2015/11/15 00:00:00

Adding Source to the Needed Source List

If a member of the Archival Accuracy and Completeness Team determines that the source was never received at ITHAKA or that it is missing and can't be found, he/she must add the missing source to the Needed Source List. To accomplish this, refer to "Publicizing the Back Issues Needed (BIN) for a Component" in Chapter 6: Acquisitions and Inventory.

CHAPTER 8:

Performing Quality Control on Digitized Content

After the vendor begins delivering digitized content for a set, the QC Team works between the the Naruto spreadsheet, the Sampling Tool, the Phoenix Editor and CATS to ensure that the digitized content provided by the vendor is of good quality and complete. While most of the QC Team's time is spent outside of CATS, the team uses CATS to answer questions regarding the history and current location of certain source material and to keep the production status updated.

This chapter steps through the following processes in CATS:

- Updating the production status to QC Started and QC Completed
- Checking the Needed Source List to verify the completeness of digitized content returned from the vendor
- Confirming that source material corresponding to content missing from the digitized content was never actually received at ITHAKA
- Placing a set or component on hold / Removing a hold status
- Preparing for Data Hand-off by categorizing hand-off content
- Updating the production status to Data Hand-off Completed

Updating Production Status during QC

The QC Team Manager updates the Production Status to QC STARTED when the first digitized content arrives for a set. Later, when the QC Team's work is finished, the Manager updates the Production Status to QC Completed.

To update a component's production status to QC STARTED or QC COMPLETED:

1. Log in to CATS
2. Click on the Components global tab.
3. From the Components List screen, use the filter fields to narrow the list of components.

For example, you may choose to use the Name field to filter based on part of the component name and/or use the Production Status filter field to filter based on components with a Production

Status of SENT TO VENDOR (if you're updating to QC STARTED) or QC STARTED (if you're updating to QC COMPLETED).

The resulting filtered Components List screen will display, like the one shown here:

Filtered Components List for selecting a component record

Component	Lifecycle Set	Extent (Dates)	Extent (Pub Units)	Prod Status	Licensor	Rights Exclusions	Collection	Disciplines	Print ISSN	LTM ID
American Scientist	Production Started	Apr. 1942-	Vol. 30, no. 2-	Sent to Vendor	Sigma Xi, The Scientific Research Society	No	Health & General Sciences Collection; Life Sciences Collection	General Science	0003-0996	10.2307/6000086
American Bar Association Journal	Production Started	Jan. 1915-Dec. 1983	Vol. 1, no. 1-Vol. 69	Sent to Vendor	American Bar Association	No	Law	Law	0002-7596	10.2307/6000085
American Bar Association, Section of International and Comparative Law, Annual Proceedings	Production Started	1945-1943	1 vol., unnumbered	Sent to Vendor	American Bar Association	No	Law	needs one		
American Bar Association, Section of International and Comparative Law, Proceedings	Production Started	1952-1950	14 vols., unnumbered	Sent to Vendor	American Bar Association	No	Law	needs one		

- From the filtered Components List screen, locate and click on the component for which you are updating the production status.

A Components Record screen will be displayed, as shown:

Production Status field

American Scientist

Record Type: Components

Child of: American Scientist

ID: 27927/gmch141235

Lifecycle: Production Started

Title Relationships

Collections:

Disciplines: General Science

Participation Date: 2010/03/12

Licensor: Sigma Xi, The Scientific Research Society

Distributor: Sigma Xi, The Scientific Research Society (Licensor, Copyright Holder)

Rights Exclusions: None

Rights: Additional Revenue Sharing Option (2.2); Revenue Sharing Option

Production Status: Sent to Vendor

CIL Release Status: Not in CIL

Release Date Actual:

Print ISSN: 0003-0996

LTM Journal ID: 10.2307/60000863

LTM Journal Code: amerscie

Grant Code:

On Hold: No

Production Status field

Name: American Scientist OCLC Number: Vol. 30, no. 2-

Initial Article Start Year: Apr. 1942-

Subtitle

Name Specified by Publisher: No

Print ISSN: 0003-0996

Extent (Pub Units): Vol. 30, no. 2-

Estimated Start Date: Choose

Estimated End Date: Choose

ISSN: 0003-0996

LTM Journal ID: 10.2307/60000863

LTM Journal Code: amerscie

Selection Recommendation: Choose

ISSN Status: Migrated as null

ISSN Request Note:

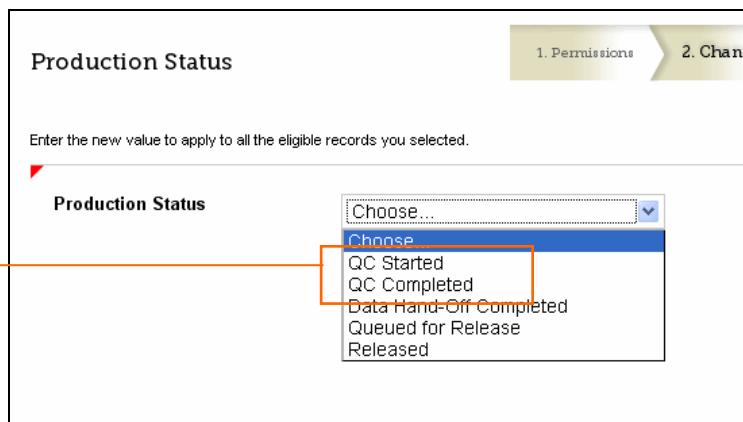
Save Cancel

Title Relationships for this Component (0) Add Title Relationship

- Locate the Production Status field in the badge area and click on the associated edit icon.

This will launch a wizard for updating the component's production status.

After continuing through the wizard's Permissions window, a Production Status window is displayed with a drop-down list for selecting a new production status.



6. From the Production Status drop-down list, select the appropriate QC production status; then click **Continue**.
7. Continue through the remaining wizard screens until the final Results screen is displayed. Click **Finish**.

You will return to the Components Record screen. Within a few seconds, the Production Status field in the badge area will be updated to the QC production status you selected. For example, the following screen shows a Production Status of QC Started:

The screenshot shows the ITHAKA | CATS interface for managing components. On the left, there's a sidebar with various record details like Record Type (Components), Child of (American Scientist), and ID (27927/gmch141235). The main panel shows the 'Components' tab selected. In the center, there's a detailed view of the 'American Scientist' component, including fields for Name (American Scientist), OCLC Number, Extent (Pub Date) (Vol. 30, no. 2-), Start Year, and Subtitle. The 'Production Status' field is highlighted with an orange box and contains the value 'QC Started'. Other fields shown include Print ISSN (0003-0996), LTM Journal ID (10.2307/50000863), and LTM Journal Code (americse). At the bottom right, there are 'Save' and 'Cancel' buttons.

BULK OPERATION: You can also change the production status for multiple components at one time from a Components List screen. Simply select the appropriate component checkboxes and then click on the Bulk Operations drop-down listbox and select the desired production status.

Verifying Completeness of Content from Vendor

Members of the QC Team use the Phoenix Editor to review content for completeness as that content is returned from the vendor. If content gaps become evident in Phoenix, the QC person can use the following functions in CATS to investigate the availability of a component at the time it was shipped to the vendor.

- Check the component record in CATS to determine if the content that is missing from the vendor was already listed on the Needed Source List. If the publication unit(s) is listed, there is no need for further action, as we expected them to be missing from the digitized content since we did not have a source copy.
- If the content missing from the vendor was not listed as Needed Source, review the list of shipments in CATS to confirm that the content had arrived at ITHAKA prior to the content being sent to the vendor. If the QC person determines that the vendor did, indeed, omit publication units that should have been delivered, this information should be routed to the QC Team Manager to verify. The QC Team Manager can then put the associated component or the entire set On Hold if necessary.

This section steps you through each of the above processes.

Checking Needed Source in the Component Record

To investigate whether the missing content is currently listed on the Needed Source List:

1. Log in to CATS.
2. Click on the Components global tab.
3. Change to the Needed Source Skin
4. From the Components List screen, use the Set Name filter or Component Name filter field to narrow the list of components, making it easier to locate the component with the missing content.



As an alternative to using the Components List, you can see the Needed Source List for all the components in a set by looking at the Annotations Panel on the Set Record screen.

Confirming Source Material for Missing Digitized Content Was Received by ITHAKA

If the content missing from the vendor was not listed as Needed Source, you'll want to verify that a shipment containing source material for the content had actually arrived at ITHAKA before being shipped to the vendor.

To verify the shipment has been received by ITHAKA:

1. Log in to CATS.
2. Click on the Sets global tab.
3. From the Sets List screen, use the filter to narrow the list of sets, making it easier to locate the set you're looking for.
4. From the filtered Sets List screen, locate and click on the set you are investigating.

The corresponding Set Record screen is displayed.

5. From the Set Record screen, navigate to the Acquisitions tab.

From here you can see a list of all the shipments for the components in this set.

The screenshot shows the ITHAKA | CATS interface for the 'Tax Lawyer' set. The main panel displays various metadata fields such as Record Type (Sets), ID (27927gmch2q18d0), Lifecycle (Production Started), Current Title (Tax Lawyer), Collections, Discipline (Law (11/1)), Participation Date (2010/03/04), Licensee (American Bar Association), Publisher (American Bar Association (Licensor, Copyright Holder)), Rights (Additional Revenue Sharing Rider (DR) Revenue Sharing Rider (DR)), and Work (Moving (at 3 year delay, display through 2008)). Production Status is Sent to Vendor (2); QC Started (1). CIL Release Status is Not Set. SIG Author is Sharon G. Release Date is 2010/01/01. On Hold is No. On Hold Reason is missing.

Components in this Set (3)

- Bulletin (American Bar Association, Section of Taxation) Tax Lawyer Started Yes Tax Lawyer Vol. 2010/01/01 27927gmch2q18d0
- Tax Lawyer Production Signed Sent to Vendor No Tax Lawyer Vol. 2010/01/01 27927gmch2q18d0
- Bulletin of the Section of Taxation of the American Bar Association Tax Lawyer Started No Tax Lawyer Vol. 2010/01/01 27927gmch2q18d0

Related Components (0)

Orders for this Set (4)

Order ID	Outcome	Component	Extent (Pub. Unit)	Extent (Date)	Supplier	Committed	Type	Obligation	Open Shape	Completed Shape	Open
Completed Received	Tax Lawyer	Vol. 21-40 No. all	1987-2007	PERIODICAL Services	Migrated as Null	Purchase	Not Applicable	0	0	1	0
Completed Received	Tax Lawyer	Vol. 83 No. 2-3	2010	SUBSCRIPTION	Migrated as All	Subscription	Not Applicable	0	1	0	0
Completed Received	Tax Lawyer	Vol. 82 No. 4	2009	PERIODICAL Services	Migrated as Null	Donation	Not Applicable	0	1	0	0
Ordered	Tax Lawyer	Vol. 21-40 No. all	Migrated as Null	Promised	Subscription	Not Applicable	0	0	0	0	0

Shipments for this Set (3)

Shipment ID	Order ID	Outcome	Component	Extent (Pub. Unit)	Extent (Date)	Owner	Obligation	Disposition	Completed	On Hold	Open
27927gmch2q18d0	All	Completed Received	Tax Lawyer	Vol. 82 No. 4	2009	ITHAKA	Not Applicable	Still in use	2010/06/09	No	27927gmch2q18d0
27927gmch2q18d0	All	Completed Received	Tax Lawyer	Vol. 83 No. 2-3	2010	ITHAKA	Not Applicable	Still in use	2010/07/07	No	27927gmch2q18d0
27927gmch2q18d0	All	Completed Received	Tax Lawyer	Vol. 21-40 No. all	1987-2007	ITHAKA	Not Applicable	Still in use	2010/06/22	No	27927gmch2q18d0

List of shipments for this set

- Review the list of shipments and see if there is one that would have included the missing content. Example: A shipment for Vol. 1 - 50 would include Vol. 10, no. 2.
- If you find shipment(s) that appear to contain the missing content, click on the shipment record(s) in the Shipments for this Set list.

A Shipments Record screen will be displayed, as shown:

The screenshot shows the 'Information' tab of the Shipment Record screen. The 'Information' tab is highlighted with a red box. Other highlighted fields include:

- Child Of:** Acquisition Order (27927/grnch2sj4w2)
- Lifecycle:** Completed
- Outcome:** Received All
- Completed By:** JSOURCE Migration
- Date Completed:** 2019/06/22
- Notes:** 6/15/19 AB
6/20/19 -2D

You'll want to pay particular attention to certain fields on the Shipment Record screen to determine if there's an explanation for why the source was missing in the content sent back by the vendor. These fields include the following:

- Lifecycle
- Outcome
- Completed By
- Date Completed
- Notes.

If the Lifecycle indicates a “Completed” shipment and the Outcome is “Received All,” then you know the shipment arrived at ITHAKA on the date listed in the Date Completed field. You can further check the Notes field for special details about this shipment and check with the person listed in the Completed By field if you have any questions.

If need be, you can even click the “Child of” link in the badge area to jump to the Order that is associated with this Shipment. The order may include more information about missing content or content that was received late.

8. If you believe ITHAKA received the source materials before the publication unit was sent to the vendor, alert the QC Team Manager.

Placing a Set or Component on Hold

If a set or a component cannot be handed-off because there is unexpected missing content, or for any other reason, the QC Manager may put that set or component on hold in CATS.



When you put a set on hold in CATS, the system automatically puts the components for that set on hold. When you put a component on hold, any set associated with that component does not get put on hold.

Putting a Set on Hold

To put a set on hold:

1. Log in to CATS
2. Click on the Sets global tab.
3. From the Sets List screen, use the filter fields to narrow the list of sets so that you can more easily locate the one you wish to put on hold.

The following example presents a Sets List screen that has been filtered for a particular word in the Set Name.

Filtered Sets List for selecting a set record

Set Name	Lifecycle	Extent (Dates)	Extent (Pub. Info)	Title History Status	Relative Date Actual	Participation Date	Wall Value	Collections	Disciplines	On Hold	ID	Date Modified
International ...	Production Started	Summer 2003-	Vol. 1, no. 1-	Completed	201005401	Moving (at 3 year delay, display through 2000)	Arts & Sciences IX	African Studies (1)	No	27927gnrich440w65	2010/05/07 08:22:53	
International Journal of ...	Production Started	autumn 1984-	Vol. 1, no. 1-	Completed	201007602	Moving (at 4 year delay, display through 2000)	Arts & Sciences IX	Political Science (1)	No	27927gnrich44gvn0	2010/06/07 08:22:52	
International Lawyer ...	Production Started	1945-1946; 457-1986; 1986- ...	23 unnumbered, V.1-10, V.5-	Completed	201003004	Moving (at 3 year delay, display through 2000)	Law (111,0,0)	No	27927gnrich44ctd	2010/06/07 08:22:43		



BULK OPERATION: You can place multiple sets on hold at once by using a bulk operation. Use the Sets List screen to check off the multiple sets you wish to place on hold. The On Hold Status wizard launches when you select the “On Hold Status: Set” bulk operation from that same screen..

4. From the filtered Sets List screen, locate and click on the set you wish to put on hold.

A Sets Record screen will be displayed, as shown:

The screenshot shows the ITHAKA | CATS interface with the 'Components' tab selected. On the left, there's a sidebar with various metadata fields like Record Type, ID, Lifecycle, Current Title, Collections, Disciplines, Participation Date, Licensee, Publisher, Rights, Wall, Production Status, CIL Release Status, and SIG Author. At the bottom of this sidebar, the 'On Hold' field is highlighted with an orange box and an arrow pointing to it from the left. The main panel shows sections for Title History, Languages, Extent (Dates), Extent (Pub. Units), Frequency, Publishing Status, Publisher's Current Content Online, Publisher's Online Content Note, and OCLC Libraries Holding This Record. Below these is a table titled 'Components in this Set (1)' with one row. At the bottom, there's a section for 'Related Components (0)'.

- Locate the On Hold field near the bottom of the badge area and click on the associated edit icon.

This will launch a wizard for placing the set and its components on hold.

After continuing through the wizard's Permissions window, an On Hold Status: Set window is displayed with a drop-down list for indicating Yes or No—Yes you want to put the set/components on hold or No you do not.

The screenshot shows the 'On Hold Status: Set' wizard. It has two tabs: '1. Permissions' (which is active) and '2. Continue'. A callout with an orange arrow points to the 'Choose...' dropdown menu in the 'On Hold' section. The dropdown menu is open, showing 'Choose...', 'Yes', and 'No', with 'Yes' highlighted by an orange box.

- Select Yes to put the Set and its components on hold, and then click **Continue**.

The wizard displays a free-form text box for typing in the Reason you are placing the set and its components on hold, as shown:

On Hold Status:Set

Additional information is required:

Reason

Complete journal missing from vendor batch. Unable to locate original or copy.

7. Type in your reason for putting the set and its components on hold. Click **Save** to continue the wizard.

The wizard displays a Results screen verifying that record information for the set and the components you have just placed on hold.

8. Click **Finish** to complete the wizard.

You will return to the Sets Record screen. Within a few seconds, the Hold field in the badge area will be updated to YES and the reason will also be reflected in the badge area, as shown:

Title History internal tab

The set's components will also reflect a Yes in the On Hold column

On Hold and the On Hold Reason

On Hold: Yes

On Hold Reason: Complete journal missing from vendor batch. Unable to locate original or copy.

If you look at the components for this set, listed in the main panel on the Title History internal tab, you'll see that the On Hold column reflects that the set's components have also been put on hold.

Putting a Component on Hold

Putting a *component* on hold is very similar to the process for putting a *set* on hold, which is documented immediately previous to this. Except, when you put a component on hold, you operate from the

Components List screen to access the Component Record screen for the component you wish to put on hold.



Remember, when you put a component on hold, the system does NOT automatically place any set associated with that component on hold.



BULK OPERATION: You can also place multiple components on hold at once by using a bulk operation. Use the Components List screen to check off the multiple components you wish to place on hold. The On Hold Status wizard launches when you select the “On Hold Status” bulk operation from that same screen.

Taking a Set or Component off of Hold

If a set or component that was on hold has been located, it can be taken off of Hold.



When you take a set off of hold in CATS, the system automatically takes the hold status off of the components for that set, as well. When you take a specific component off of hold, any set associated with that component that has also been put on hold will still remain on hold.

Taking a Set off of Hold

To take a set off of hold:

1. Log in to CATS.
2. Click on the Sets global tab.
3. From the Sets List screen, use the filter fields to narrow the list of sets so that you can more easily locate the one you wish to remove from a hold status.

The following example presents a Sets List screen that has been filtered for a particular word in the Set Name.

Filtered Sets List for selecting a set record

Set Name	Lifecycle	Extent (Dates)	Extent (Pub. Units)	Title History Status	Release Date Actual	Participation Date	Wall Value	Collection	Disciplines	On Hold	ID	Date Imported
International Journal of Ethiopian Studies	Production Started	Summerfall 2003-	Vol. 1, no. 1-	Completed	2010/05/01		Moving (at 3 year delay, display through 2006)	Arts & Sciences IX Collection, Public Library Collection, Library I Collection	African Studies (1)	No	27927/grnch140m5	2010/05/07 08:22:53
International Journal of World Peace	Production Started	autumn 1964-	Vol. 1, no. 1-	Completed	2010/07/02		Moving (at 4 year delay, display through 2005)	Arts & Sciences IX Collection, Public Library Collection, Library I Collection	Political Science (1)	No	27927/grnch14gvw0	2010/08/02 08:22:02
International Lawyer	Production Started	1945-1965; 1971-1986; 1986-	23 unnumbered, V.1-10, V.1-	Completed	2010/03/04		Moving (at 3 year delay, display through 2006)	Law (1/n.n.n)	Law (1/n.n.n)	No	27927/grnch14j3t8	2010/05/07 08:22:43

BULK OPERATION: You can remove multiple sets from a hold status at once by using a bulk operation. Use the Sets List screen to check off the multiple sets you wish to take out of hold status. The On Hold Status wizard launches when you select the “On Hold Status: Set” bulk operation from that same screen.



- From the filtered Sets List screen, locate and click on the set you wish to remove from hold status.

A Sets Record screen will be displayed, as shown:

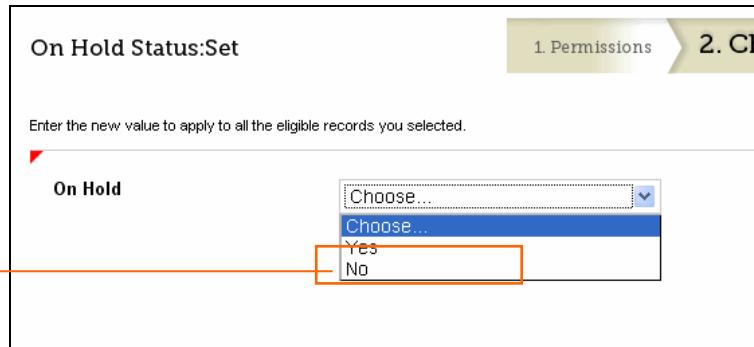
On Hold field

The Sets Record screen displays detailed information for the International Journal of Ethiopian Studies, including its title history, components, and various status fields. The "On Hold" field is specifically highlighted with an orange box.

- Locate the On Hold field near the bottom of the badge area and click on the associated edit icon.

This will launch a wizard for taking the set and its components off hold.

After continuing through the wizard's Permissions window, an On Hold Status: Set window is displayed with a drop-down list for indicating Yes or No—Yes you want to put the set/components on hold or No you do not.



6. Select No to remove the Set and its components from hold, and then click **Continue**.

The wizard displays a Results screen verifying that record information for the set and the components you have just removed from hold.

7. Click **Finish** to complete the wizard.

You will return to the Sets Record screen. Within a few seconds, the Hold field in the badge area will be updated to NO, as shown:

If you look at the components for this set, listed in the main panel on the Title History internal tab, you'll see that the On Hold column reflects that the set's components have also been removed from hold.

Taking a Component off of Hold

Removing a *component* from hold is very similar to the process for removing a *set* from hold, which is documented immediately previous to this. Except, when you remove a component from hold, you operate from the Components List screen to access the Component Record screen for the component you wish to remove from hold.



Remember, when you remove a component from hold, the system does NOT automatically remove any set associated with that component from hold.



BULK OPERATION: You can also remove multiple components from hold at once by using a bulk operation. Use the Components List screen to check off the multiple components you wish to remove from hold. The On Hold Status wizard launches when you select the “On Hold Status” bulk operation from that same screen.

Identifying Current Issues Linking (CIL) Content in the Release

Current Issues Linking (CIL) is handled outside of CATS; however, a QC Technician can review the component records in CATS to determine which components in the release require CIL.

To identify CIL requirements for a component:

1. Log in to CATS.
2. Click on the Components global tab.
3. From the Components List screen, select Release Category Skin from the Default Skins drop-down listbox.
4. Use the filter fields to narrow the list of components.

For example, you may choose to use the Name field to filter based on part of the component name and/or use the Production Status filter field to filter based on components with a Production Status of QC COMPLETED.

The resulting filtered Components List screen will display, like the one shown here:

Component	Journal ID	Journal Code	Prod Status	Set	Set Lifecycle	Wall	Wall Year	Set CSP	Set CIL	Date Mo
Tax Lawyer	10.230760000911	taxlawyer	QC Completed	Tax Lawyer	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 21:54:52
Urban Lawyer			Acquisition Started	Urban Lawyer	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 23:11:05
State and Local Tax Lawyer, Symposium Edition			Acquisition Started	State and Local Tax Lawyer, Symposium Edition	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 23:11:05
International Lawyer	10.230760000890	internatlawyer	Queued for Release	International Lawyer	Queued for Release	3	2006 (inclusive)	No	Not Set	2019/11/02 23:11:05
Business Lawyer	10.230760000898	businlawyer	Queued for Release	Business Lawyer	Queued for Release	3	2006 (inclusive)	No	Not Set	2019/11/02 23:11:04
The Business Lawyer Update			Acquisition Started	Business Law Today: The Magazine of the ABA Section of Business Law	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 22:06:17
Natural Resources Lawyer			Acquisition Started	Natural Resources & the Environment	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 22:06:16
The Complex Lawyer			Acquisition Started	GPSolo	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 22:06:16
QP, Solo & Small Firm Lawyer			Acquisition Started	QPSolo	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 22:06:14
The Labor Lawyer	10.230760000837	laborlawyer	SG Completed	ABA Journal of Labor & Employment Law	Production Started	3	2006 (inclusive)	No	Not Set	2019/11/02 22:06:12
The State and Local Tax Lawyer			New	State and Local Tax Lawyer, Symposium Edition; The State and Local Tax Lawyer	Production Started, New	3	2006 (inclusive)	No; No	Not Set; Not Set	2019/11/02 22:06:08
The Family Lawyer			New	The Family Lawyer	New			No	Not Set	2019/11/02 22:06:05
Lawyer of the Americas	10.230760000387	lawyeramericas	Released	University of Miami Inter-American Law Review	Released	2	2007 (inclusive)	No	Not Set	2019/11/02 22:06:02

5. Review the value that appears in the Set CIL column.

- **Not Set:** Indicates that CATS has no information about whether this component's set is a priority for CIL. Contact the Data Release Coordinator.
- **Not in CIL:** Indicates that this component's set is not a priority for CIL.
- **Okay to Process:** Indicates that Content Development has prioritized this component's set for CIL and the set should be marked as needing CIL in the data hand-off email.
- **Released:** Indicates some CIL has already been released for this set. If updates for this component are included in the hand-off, they should be labeled as needing CIL.

Categorizing Hand-off Content to Prepare for Data Hand-off

As the QC team members prepare for handing off data to the Data Release Coordinator, they use CATS to retrieve the list of components for hand-off and paste the relevant information into an e-mail message.

To categorize hand-off content:

1. Log in to CATS.
2. Click on the Components global tab.
3. From the Components List screen, use the Default Skin drop-down list to select the Release Categories Skin.
4. Use the Production Status filter field to narrow the list of components to only those that have reached a production status of QC Completed, as shown:

Select the Release Category Skin

Filter the Production Status to show only those components that have achieved QC Completed

Component	Journal ID	Journal Code	Prod Status	Set Lifecycle	Wall	Wall Year	Set CSP	Set CL	Date Mo
Political Studies	10.5454n9000099	polstudpol	QC Completed	Political Studies	Production Started		No	Okay to Process	2010/10/16 17:51:59
Tax Lawyer	10.230780000991	taxlawyer	QC Completed	Tax Lawyer	Production Started	3	2006 (inclusive)	Not Set	2010/10/16 17:54:52

- Using the information on this filtered Components List screen, a QC team member copies and pastes relevant information into an email. This email also lists all the individual publication units for what content can be handed off.



The publication units list is manually generated, outside of CATS.

- The QC team member sends the completed email message to the Data Release Coordinator.

At this point, the Data Release Coordinator can schedule the content for a release or confirm a pre-existing schedule.

Updating Production Status to Data Hand-off Completed

Every week, the QC Manager Team generates an email listing all of the content that is ready to be released. At this point, the QC Manager can update the production status of the associated components to DATA HAND-OFF COMPLETED.

To update the production status to DATA HAND-OFF COMPLETED:

- Log in to CATS.
- Click on the Components global tab.
- From the Components List screen, use the filter fields to narrow the list of components.

For example, you may choose to use the Name field to filter based on part of the component name and/or use the Production Status filter field to filter based on components with a Production Status of DATA HAND-OFF COMPLETED.

The resulting filtered Components List screen will display, like the one shown here:

Filtered Components List for selecting a component record

Component	Lifecycle Set	Extent (Dates)	Extent (Pub Units)	Prod Status	Licensor	Rights Acquisitions	Collection	Disciplines	Print ISSN	LTM ID
American Scientist	Production Started	American Scientist	Apr 1942-	Vol. 30, no. 2-	QC Completed	Sigma Xi, The Scientific Research Society	No	Life Sciences Collection, Health & General Sciences Collection	0003-0996	10.2307/600008
Sigma X Quarterly	Production Started	American Scientist	Mar 1913-Jan. 1942	Vol. 1, no. 1-30/no.1	Sent to Vendor	Sigma Xi, The Scientific Research Society	No	Health & General Sciences Collection, Life Sciences Collection	0096-977X	10.2307/600008

- From the filtered Components List screen, locate and click on the component for which you are updating the production status.

A Components Record screen will be displayed, as shown:

Title History internal tab

Print ISSN field

Production Status field

Name	OCLC Number
American Scientist	0003-0996

Production Status: QC Completed

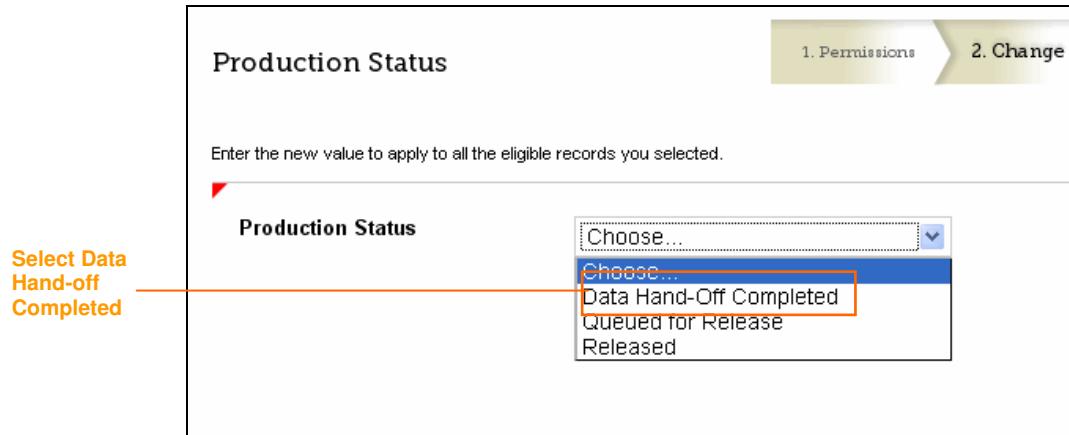
- Before you update the production status, verify that the Print ISSN value has been entered in the main panel on the Title History internal tab.

The Print ISSN number refers to the International Standard Serial Number. This is a unique, eight-digit number assigned by the International Serials Data System (ISDS) to identify a unique printed publication title. Typically, this number is entered into the component record when the journal is created. However, if the number is not visible in the Print ISSN field, you should type it in before continuing.

- Locate the Production Status field in the badge area and click on the associated edit icon.

This will launch a wizard for updating the component's production status.

After continuing through the wizard's Permissions window, a Production Status window is displayed with a drop-down list for selecting a new production status.



7. From the Production Status drop-down list, select Data Hand-off Completed; then click **Continue**.
8. Continue through the remaining wizard screens until the final Results screen is displayed. Click **Finish**.

You will return to the Components Record screen. Within a few seconds, the Production Status field in the badge area will be updated to DATA HAND-OFF COMPLETED, as shown:

American Scientist

Record Type: Components
Child of: American Scientist

ID: 27927/grnch141295
Lifecycle: Production Completed

Initial Article

Name Specified by Publisher: No

Print ISSN: D003-0996
LTM Journal ID: 10.2307/60000963

ISSN: 800-0000-0000-0000
Title ISSN: amerscie

Selection Recommendation: Choose

ISSN Status: Migrated as null

ISSN Request Note:

Production Status: Data Hand-off Completed

CIL Release Status: Not in CIL

Release Date Actual: 2010/3/12

Print ISSN: D003-0996
LTM Journal ID: 10.2307/60000963
LTM Journal Code: amerscie
Grant Code:
On Hold: No

Title Relationships for this Component (0)

CHAPTER 9:

Releasing Content after Initial Production

The tasks in this chapter are intended to help you prepare sets and components for initial release beginning after a component's production status has been advanced to DATA HAND-OFF COMPLETED through RELEASED. The specific tasks presented here include the following:

- Scheduling a component for release
- Identifying Current Issues Linking (CIL) content in a scheduled release
- Inviting publishers to participate in programs
- Queuing data for release
- Looking up release-related data in CATS
- Releasing content

Scheduling a Component for Release

The Data Release Coordinator is responsible for scheduling a component for release. Within CATS, this involves two release date fields on the component record.

To schedule a component for release:

1. Log in to CATS.
2. Click on the Components global tab.
3. From the Components List screen, switch to the Release Prep Skin and use the filter fields to narrow the list of components.

For example, you may choose to use the Name field to filter based on part of the component name and/or use the Production Status filter field to filter based on components with a Production Status of DATA HAND-OFF COMPLETED.

The resulting filtered Components List screen will display, like the one shown here:

The screenshot shows the 'Components' tab in the ITHAKA | CATS interface. A search bar at the top is set to 'political studies'. Below it, a table lists two components: 'Political Studies' (Production Completed) and 'Comparative Political Studies' (Review Shared). The table includes columns for Component, Lifecycle, Set, Extent (Dates), Extent (Pub Info), Prod Status, Licensee, Rights Exclusions, Collection, Disciplines, Print ISSN, and Join. An orange callout box labeled 'Filtered Components List for selecting a component record' points to the search bar.

- From the filtered Components List screen, locate and click on the component you are releasing for production.

A Components Record screen will be displayed, as shown:

The screenshot shows the 'Components' tab for the 'Political Studies' component. The 'Digitization' internal tab is selected. Several fields are highlighted with orange boxes: 'Release Date Projected' and 'Release Date Actual'. An orange callout box labeled 'Release Date Projected field and Release Date Actual field' points to these fields. Other visible sections include 'Title History', 'Rights', 'Acquisitions', 'Check-In Source', 'Repository', 'Audit', 'Selection Status' (Targeted), 'Production Note' (Production Started: 2010/11/22, Acquisition Date: 2010/11/22), 'Image Backing' (SIS Author: msdavid), 'Article Backing' (SIS Date Completed: 2010/11/23, Digitization Vendor: Minotars), 'ISBN Status' (Migrated as null), 'Initial CR Release Status' (Okay to Process), 'Release Deadline' (Changed: 2010/11/22), 'Release Date Scheduled' (Changed: 2010/11/22), 'Release Date Projected' (msdavid), 'Release Date Actual' (Current Released Page Count: 0), 'Initial Release Page Count' (0), 'Moving Wall Flips for this Component (0)', 'Orders for this Component (2)', and 'Shipments for this Component (6)'. An orange callout box labeled 'Digitization internal tab' points to the tab itself.

- Click the Digitization internal tab.
- In the Release Date Projected field, type in or use the pop-up calendar icon to select the date that the release is scheduled to occur. Click **Save**.

The first time a date is typed into the Release Date Projected field and saved, the system will automatically populate the Release Date Scheduled field with the same date value.



BULK OPERATION: Scheduling a component for release can, and often will, be done in bulk from the Components List screen. After selecting components on the Components List screen, use the Bulk Operations drop-down list to select Projected Release Date.

Inviting Publishers to Participate in Programs

While the content is being prepared for release, the CD Programs and Services Team reviews publisher information to determine if there are publishers in the upcoming release who do not have any previously released journals at ITHAKA. Identifying these publishers in CATS enables the team to send program information to these publishers and to log a publisher's response to requests for program participation.

Identifying Publishers in This Release

To determine which publishers have components in this release:

1. Log in to CATS.
2. Click on the Components global tab.
3. From the Default Skins drop-down list box, select the Release Prep Skin.
4. From the Components List screen, use the Projected Release filter field to narrow the list of components to only those with this upcoming projected release date.



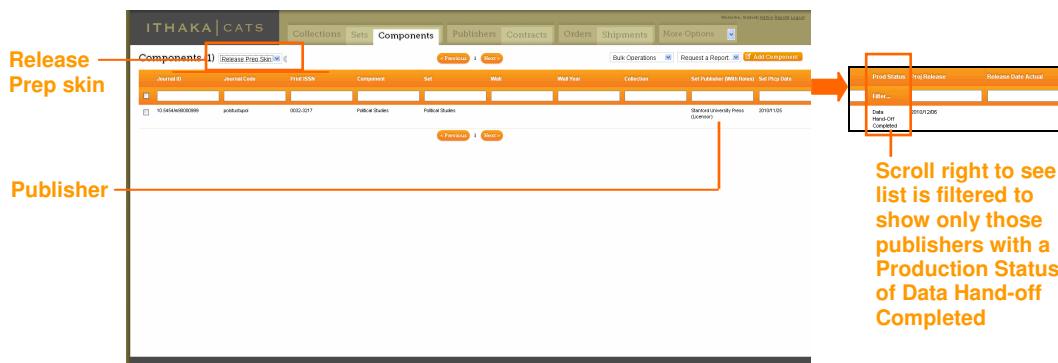
You can also filter by Production Status to see all the components with a production status of Data Hand-Off Completed for the upcoming release.

The resulting Components List screen will only display those components that are scheduled for this release.

5. From this list, review the Publisher column to identify the publishers that will have components in this release.



You may want to leave this screen open while you investigate whether the publishers have other journals that have already been released.



Looking for Publishers with No Previously Released Journals

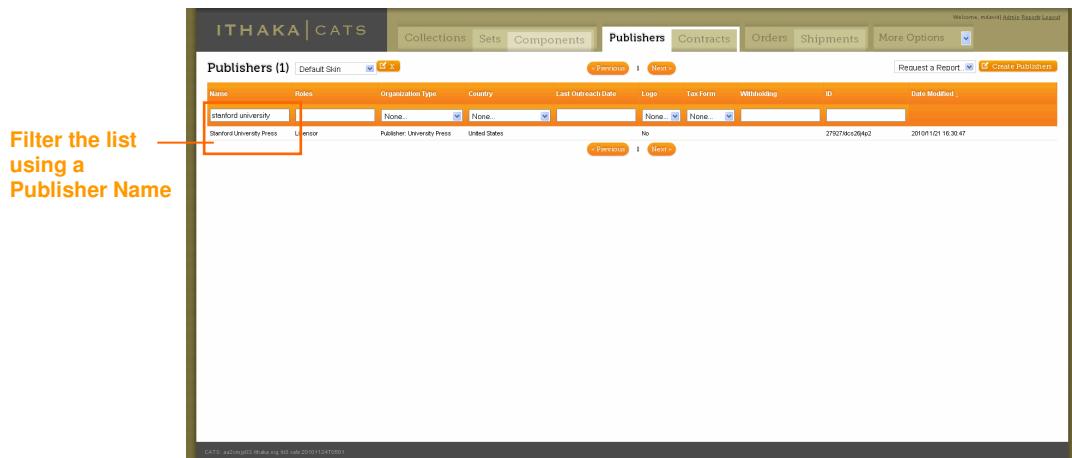
To determine whether the publishers you've identified for this release have any previously released journals with ITHAKA:

1. Log in to CATS.
2. Click on the Publishers global tab to display the Publishers List screen.

Name	Roles	Organization Type	Country	Last Outreach Date	Logo	Tax Form	Withholding	ID	Date Modified
Stanford University Press	Licensor	Publisher; University Press	United States	No	27927gmch2qne9o	2016/1/20 16:30:47			
Bernard Siegel	Independent	Independent	United States	No	27927gmch2qne9k	2016/1/20 16:29:50			
Social Science Journal of Work, Environment & Health	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnv3s	2016/1/16 22:09:17			
Australia New Zealand Archives and Manuscripts Association	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnp7	2016/1/16 22:09:54			
Society of Menir - Historical and Scientific	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnpck	2016/1/16 22:08:53			
Harvard Ukrainian Research Institute	Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnm5x	2016/1/16 22:08:52			
Canadian Science Papers	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnp26	2016/1/16 22:08:48			
Society for Latin American Studies (SLAS)	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnpq7	2016/1/16 22:08:47			
International Research Center for Japanese Studies, National Institute of Japanese Studies	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnn13	2016/1/16 22:08:45			
Columbia University Slavic Department	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qne9f	2016/1/16 22:08:45			
New Zealand Society Journal	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnd4t	2016/1/16 22:08:44			
Institute of Southeast Asian Studies (ISAS)	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnd4b	2016/1/16 22:08:44			
Monuments Service Institute	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qndq9	2016/1/16 22:08:42			
Social JusticeGlobal Options	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnd3k	2016/1/16 22:08:39			
Istituto Italiano per l'Africa e l'Oriente (ISIAO)	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnd3h	2016/1/16 22:08:39			
Michigan Sociological Association	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qne68	2016/1/16 22:08:38			
Tsune Publishers	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnbew	2016/1/16 22:08:37			
Tancreo Peace Research Institute, University of Toulouse	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnb65	2016/1/16 22:08:35			
Polish Transcultural Sociological (Polish Sociological Association)	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnp74	2016/1/16 22:08:35			
Princeton World Peace Academy	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qne66	2016/1/16 22:08:34			
Arte Studies Journal	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qne92	2016/1/16 22:08:32			
Revista de Antropología	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnp20	2016/1/16 22:08:31			
Institut de Sociologie de l'Université de Bruxelles	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnp55	2016/1/16 22:08:31			
Presses Universitaires du Maine	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnp1d	2016/1/16 22:08:30			
Philippine Sociological Review	Copyright Holder, Licensor	Migrated as Null	Migrated as Null	No	27927gmch2qnp1b	2016/1/16 22:08:30			

3. From the Publishers List screen, use the Publisher filter field to narrow the list of publishers to one of the publishers you've identified that has components in this release.

Following is an example of the filtered results:



4. Click on any of the records in the filtered Publishers List screen to display the associated Publishers Record screen.
5. From the Publishers Record screen, click the Sets and Components internal tab, as shown.

Sets and Components internal tab

Sets with this publisher

Components for this publisher

6. Review the information in the main panel of the Sets and Components tab to determine if this publisher has any previously released journals.

If the publisher has not had any previously released journals with ITHAKA, a member of the CD Programs and Services team will want to forward program information to the publisher.

7. To send information to the publisher, use this Publishers Record screen, to click on the Publisher Information internal tab. Here is where you'll find contact information for the publisher, as shown:

Contact information for this publisher

Publisher Information

Name:	Stanford University Press	Outreach Note:	
Display Name:		Outreach Note Last Changed:	
Organization Type:	Publisher: University Press	Outreach Note Last Changed By:	
Country:	United States	Logo:	
Components:	1	Logo Problem:	
Sets:	1	Tax Form:	Choose...
Active Institutions:	1	Whitelisting:	
Contact Info:	Robert Crown Library Stanford University 100 University Drive Stanford, CA		
Last Outreach Date:			
Last Outreach By:			

Save **Cancel**

Logging Program Participation Responses from Publishers into Contract Details

If a publisher responds with program additions or changes, these need to be reflected in the riders information for components, located in the contract details.

1. Log in to CATS.
2. Click on the Contracts global tab to display the Contracts List screen, as shown:

Contracts (817)

Lifecycle	Outcome	Publisher Name	Contract Version	Contract Date	Revisions	PDF	Publisher ID	Set Count	ID	Date Modified
New	None...	Heron - Fiction	2.0	2010/02/09	Yes	YES	27927gnch4kg4p	0	27927gnch4kg4p	2010/02/07 14:22:46
Active	None...	Australasian Journal of American Studies Association	V 11.24.04	2010/06/01	No		27927gnch4kg4v9	1	27927gnch4kg4v9	2010/02/08 22:11:08
Active	None...	Society of New-Ham - Historical Society of New-Ham	V 11.24.04	2010/01/01	No		27927gnch4kg4q3	1	27927gnch4kg4q48	2010/02/08 22:11:06
Active	None...	Harvard Ukrainian Research Institute	V 08.03.10	2010/01/08	No		27927gnch4kg4k6	1	27927gnch4kg4k7w	2010/02/08 22:11:02
Active	None...	Canadian Science Paper	V 11.24.04	2010/06/03	No		27927gnch4kg4m3n	1	27927gnch4kg4m45	2010/02/08 22:12:52
Active	None...	Eastern State Archaeological Federation	V 11.24.04+changes	2010/06/01	Yes		27927gnch4kg4m9	1	27927gnch4kg4m9g	2010/02/08 22:12:49
Active	None...	International Research Centre for the Study of National Institutes for the Humanities	V 11.24.04	2010/05/19	No		27927gnch4kg4s2	1	27927gnch4kg4s4n	2010/02/08 22:12:47
Active	None...	Columbia University Sheets	V 11.24.04	2010/07/13	No		27927gnch4kg4s5	1	27927gnch4kg4s8	2010/02/08 22:12:47
Active	None...	New Zealand Society Journal	V 11.24.04	2010/05/09	No		27927gnch4kg4s8p	1	27927gnch4kg4s8p	2010/02/08 22:12:45
Active	None...	Institute of Southeast Asian Studies (ISAS)	V 11.24.04	2010/07/02	No		27927gnch4kg4s9b	4	27927gnch4kg4s9v	2010/02/08 22:12:44
Active	None...	Monuments Service Institute	V 11.24.04	2010/05/03	No		27927gnch4kg4s9h	1	27927gnch4kg4s9j	2010/02/08 22:12:39
Active	None...	Social JusticeGlobal Options	V 11.24.04	2010/05/04	No		27927gnch4kg4s9j5	1	27927gnch4kg4s9j5	2010/02/08 22:12:35
Active	None...	Sakha Republic per Arhitek Kortevet (Sakha)	V 11.24.04	2010/05/16	No		27927gnch4kg4s9p	4	27927gnch4kg4s9p1	2010/02/08 22:12:32
Active	None...	Michigan Sociological Association	V 11.24.04	2010/05/01	No		27927gnch4kg4t7	1	27927gnch4kg4t8p	2010/02/08 22:12:32
Active	None...	Turkic Publishers	V 11.24.04	2010/05/01	No		27927gnch4kg4t8p	1	27927gnch4kg4t9d	2010/02/08 22:12:30
Active	None...	Turkish Peace Research Institute, University of Istanbul	V 11.24.04	2010/05/14	No		27927gnch4kg4t9d6	1	27927gnch4kg4t9d6	2010/02/08 22:12:28
Active	None...	Polish Towarzystwo Nauk Sosyjalistyczne (Polish Sociological Association)	V 11.24.04	2010/05/15	No		27927gnch4kg4u9	1	27927gnch4kg4u9v	2010/02/08 22:12:27
Active	None...	Professional Hand-Peace Academy	V 11.24.04	2010/07/02	No		27927gnch4kg4u9p	1	27927gnch4kg4u9p	2010/02/08 22:12:26
Active	None...	Arab Studies Journal	V 11.24.04	2010/05/14	No		27927gnch4kg4uq	1	27927gnch4kg4uq	2010/02/08 22:12:21
Active	None...	Regents of the University of Colorado Boulder	V 11.24.04	2010/05/20	No		27927gnch4kg4v4	1	27927gnch4kg4v4	2010/02/08 22:12:19
Active	None...	Revista de Antropología	V 11.24.04	2010/05/17	No		27927gnch4kg4vq	1	27927gnch4kg4v1	2010/02/08 22:12:18
Active	None...	Institut de Sociologie de l'Université de Bruxelles	V 11.24.04	2010/05/21	No		27927gnch4kg4vq5	1	27927gnch4kg4v5	2010/02/08 22:12:17
Active	None...	Revue Universitaire du Monde Musulman	V 11.24.04	2010/05/15	No		27927gnch4kg4vq5	1	27927gnch4kg4q2	2010/02/08 22:12:16
Active	None...	Philippine Sociological Review	V 11.24.04	2010/05/09	No		27927gnch4kg4q8t	1	27927gnch4kg4q8t	2010/02/08 22:12:15
Active	None...	Museum Ethnographers Group	V 11.24.04	2010/05/07	No		27927gnch4kg4q8t	1	27927gnch4kg4c	2010/02/08 22:12:15

3. From the Contracts List screen, use the Publisher Name filter field to narrow the list of publishers to the one you've identified that needs to be updated. Following is an example of the filtered results:

A filtered Contracts List screen

The screenshot shows the ITHAKA | CATS interface with the 'Contracts' tab selected. A search bar at the top right contains the text 'Sigma XI'. Below it is a table with columns: Lifecycle, Outcome, Publisher Name, Contract Version, Contract Date, Revisions, PDF, Publisher ID, Set Count, ID, and Date Modified. One row is visible, representing a contract for Sigma XI, The Scientific Research Society, version V 11.24.04 American Scientist + changes, dated 2010/03/12, with 1 revision and ID 27927/grnch14122m.

- Click the appropriate contract record in the Contracts List screen to display the Contract Record screen, as shown:

List of Contract Details for this contract

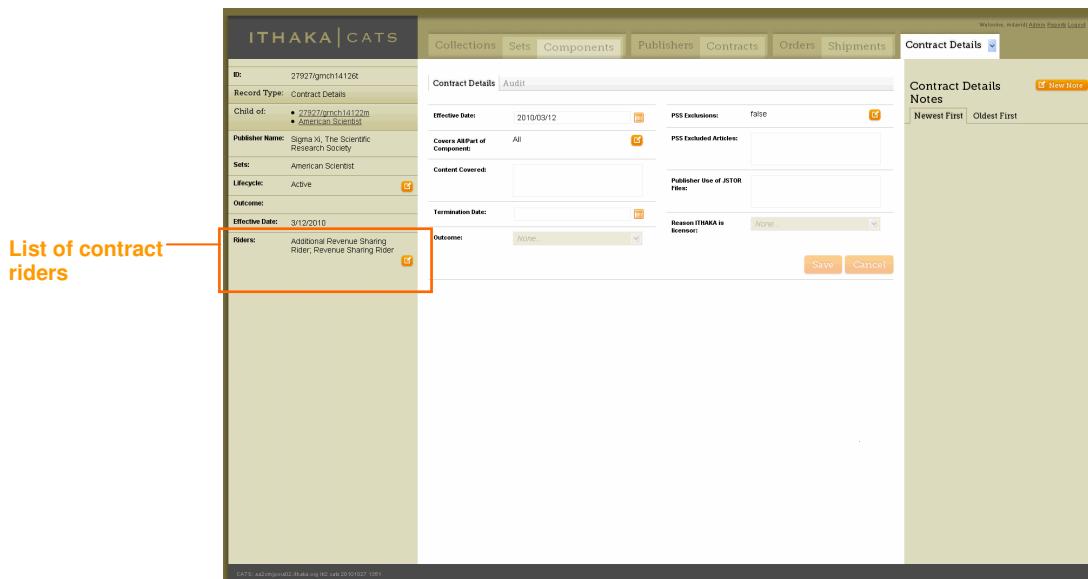
The screenshot shows the Contract Record screen for contract 27927/grnch14122m. On the left, there's a sidebar with basic contract information: Lifecycle (Active), Outcome (None), Publisher ID (27927/grnch141212), Publisher Name (Sigma XI, The Scientific Research Society), Contract Version (V 11.24.04 American Scientist + changes), Contract Date (2010/03/12), Revisions (Yes), PDF (None), and Set Count (1). The main panel has tabs for Contract Information, Revisions, and Audit. Under Contract Information, there are fields for Note (unq_bkack_record_id_1325) and Note Changed By. The Revisions tab is active, showing a list of revisions. The Audit tab is visible but empty. A large red box highlights the 'Contract Details' section on the right, which lists multiple contract details entries. Each entry includes fields for ID, Contract ID, Publisher ID, Component ID, Component Name, Lifecycle, Outcome, Direction, and Status. The first entry is for Sigma XI, The Scientific Research Society, version V 11.24.04 American Scientist, with ID 27927/grnch141229, status Active, and date 2010/03/12.

- Using the Contract Information internal tab, review the Contract Details listed in the main panel and click the one that needs to be updated with the latest additions or changes for this publisher.



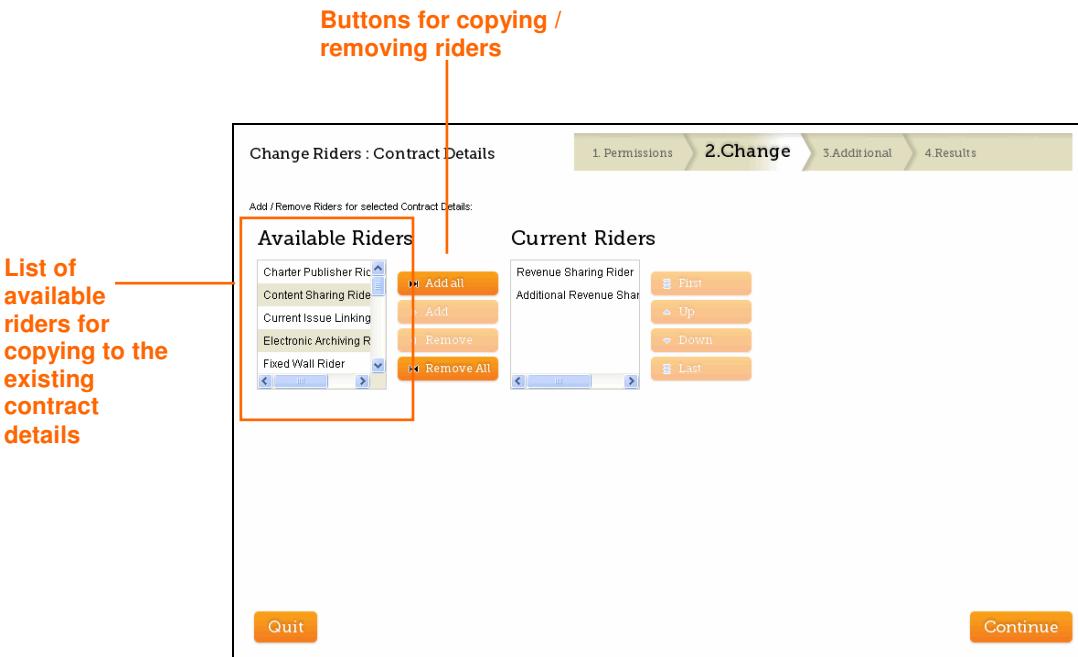
You can also get to Contract Details from Set Records and Component Records.

The Contract Details record screen will be displayed, as shown:



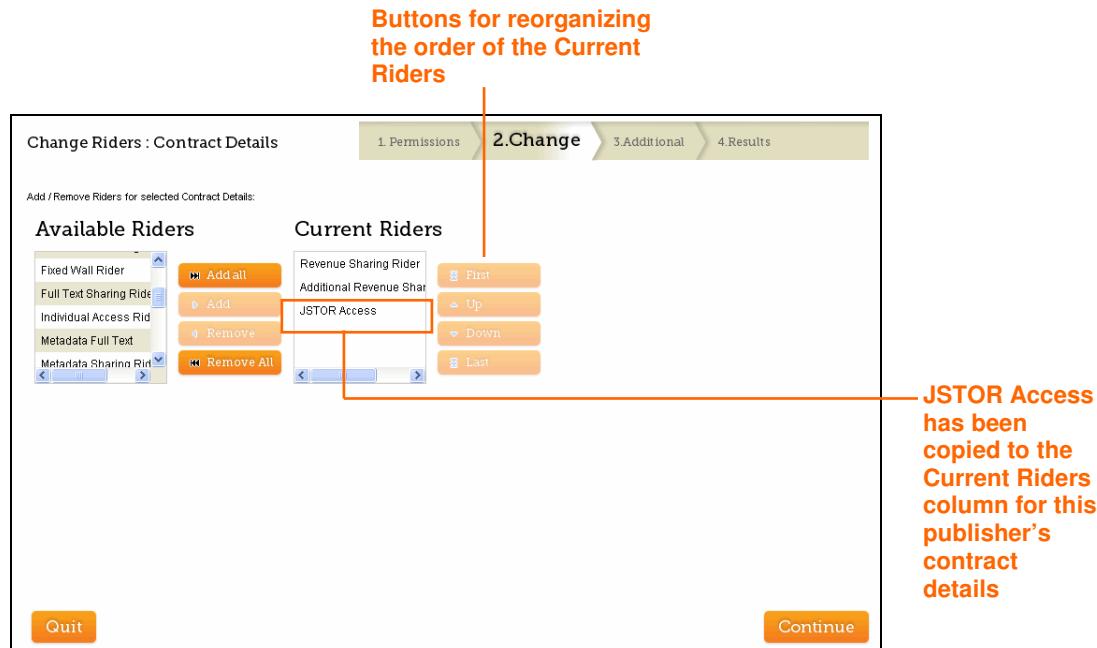
6. Locate the Riders field in the badge area and click the edit icon in this field.

The Change Riders: Contract Details wizard will launch. After continuing past the permissions screen, the following wizard screen appears for adding/removing riders assigned to this publisher's contract details, as shown.



- To copy a rider from the list of Available Riders to the list of Current Riders, choose one of the selections in the Available Riders column and then click the **Copy** button. That rider will now appear in the Current Riders column.

The following example shows the Change Riders: Contract Details window after “JSTOR Access” was copied from the Available Riders column to the Current Riders column:



Sometimes it is easier to copy all Available Riders to the list of Current Riders. To do this, simply click the **Add all** button that appears between the two columns of riders.



- To remove a rider from the list of Current Riders, choose one of the selections in the Current Riders column and then click the **Remove** button.

Sometimes it is easier to remove all the riders from the list of Current Riders. To do this, simply click the **Remove All** button that appears between the two columns.



7. After making your changes to the list of current riders for this publisher's contract details, click **Continue**.
8. Continue through the remaining wizard screens until the final Results screen is displayed. Click **Return**.

You will return to the Contract Details Record screen. Within a few seconds, the Riders field in the badge area will be updated to reflect the changes you just made, as shown:

Updated list of riders for these contract details



BULK OPERATION: You can edit contract details in bulk when you want to add the same riders to more than one component, for example, to all of the components in a set. Simply select the appropriate contract details from the Contract Details List screen and then select Change Riders from the Bulk Operations drop-down listbox.

Queuing Data for Release

The Data Release Coordinator arranges to have the content queued for release outside of CATS. To record that the content is queued for release, the Data Release Coordinator must update the component's production status to QUEUED FOR RELEASE.

To update the production status:

1. Log in to CATS
2. Click on the Components global tab to display the Components List screen.
3. Use the Default Skins drop-down list box to select the Release Prep Skin.
4. Use the filter fields to narrow the list of components.

For example, you may choose to filter based on Projected Release Date and/or use the Production Status filter field to filter based on components with a Production Status of DATA HAND-OFF COMPLETED.

The resulting filtered Components List screen will display, like the one shown here:

Filtered Components List for selecting a component record

- From the filtered Components List screen, select the components for which you are updating the production status.

The Components Record screen is displayed.

- Locate the Production Status field in the badge area and click on the associated edit icon.

This will launch a wizard for updating the component's production status.

After continuing through the wizard's Permissions window, a Production Status window is displayed with a drop-down list for selecting a new production status.

Select Queued for Release

- From the Production Status drop-down list, select Queued for Release; then click **Continue**.

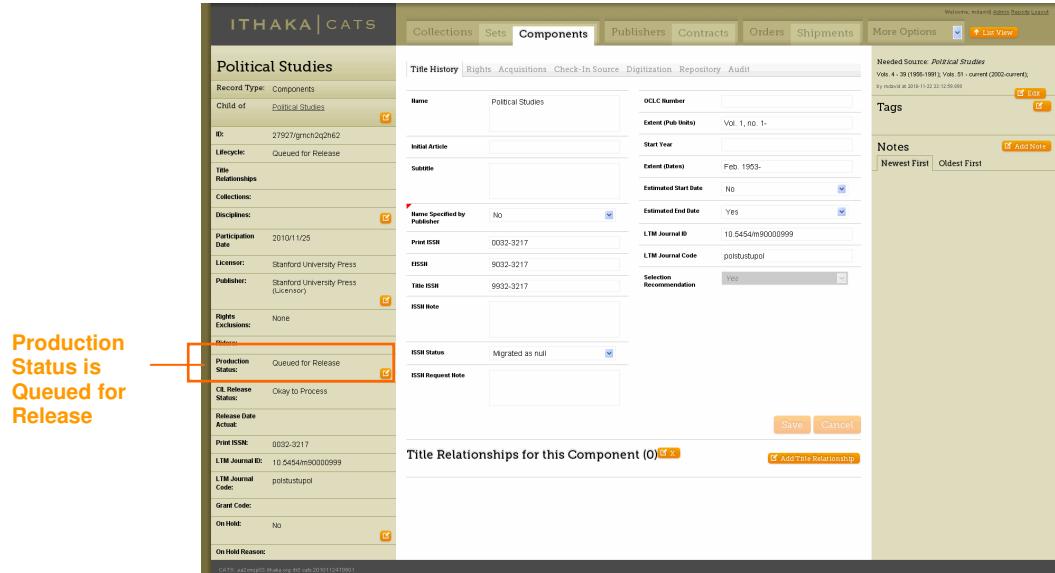
The wizard displays another Permissions screen where it checks to make sure the scheduled and projected release dates are filled out for this component.



You must input a projected release date before you can change the Production Status to QUEUED FOR RELEASE.

- Continue through the remaining wizard screens until the final Results screen is displayed. Click **Return**.

You will return to the Components Record screen. Within a few seconds, the Production Status field in the badge area will be updated to QUEUED FOR RELEASE, as shown:



Production Status is Queued for Release

The screenshot shows the ITHAKA | CATS interface with the 'Components' tab selected. On the left, there's a sidebar for 'Political Studies' with various metadata fields like Record Type, Child of, ID, Lifecycle, Title Relationships, Collections, Disciplines, Participation Date, Licensee, Publisher, Rights Exclusions, and Release Dates. The 'Production Status' field is highlighted with an orange box and a callout arrow pointing to it. The status is set to 'Queued for Release'. The main panel displays detailed information about the component, including its name ('Political Studies'), OCLC Number, Extent (Pub. Units), Start Year, and various LTM Journal IDs and Codes. There are tabs for 'Title History', 'Rights', 'Acquisitions', 'Check-In Source', 'Digitization', 'Repository', and 'Audit'. A 'Save' and 'Cancel' button are at the bottom right.

 **Release Date Scheduled** is intended to reflect the original date on which the release date was scheduled. Any changes to the release date should be recorded in the **Release Date Projected** field.

 **BULK OPERATION:** Queuing data for release can also be accomplished as a bulk operation from the Component List screen. Simply select the components you wish to update and then select Production Status from the Bulk Operations dropdown listbox to initiate the wizard.

Looking Up Release Data in CATS

The following tasks are performed by the Data Release Coordinator, and in one case, Librarians, as they prepare to release content for production.

- Assigning cataloging (Data Release Coordinator)
- Creating and modifying the OCLC record (Librarians)
- Testing data in a staging area (Data Release Coordinator)

This section explains where to find the applicable component data in CATS. The basis for the information is the Component Record screen; therefore, this section first explains how to access the Component Record screen.

To access the Component Record screen

1. Log in to CATS
2. Click on the Components global tab to display the Components List screen.
3. Use the Default Skins drop-down list box to select the Release Prep Skin.
4. Use the filter fields to narrow the list of components.

For example, you may choose to use the Set or Component Name field and/or use the Production Status filter field to filter based on components with a Production Status of QUEUED FOR RELEASE.

The resulting filtered Components List screen will display, like the one shown here:

A screenshot of the CATS Components List screen. The title bar says 'ITHAKA | CATS' and 'Components (1) Release Prep Skin'. The main table has columns: Journal ID, Journal Code, Print ISSN, Component, Set, Wall, Wall Year, Collection, Set Publisher (With Roles), Set Prp Date, and Set Status. One row is visible with values: 10.5454/k90000999, politstupd, 0002-3217, Political Studies, Political Studies, Stanford University Press (Userenv), 2010/11/25, and On Track. An orange arrow points to the first column of the table with the label 'Filtered Components List for selecting a component record'.

5. From the filtered Components List screen, locate and click on the component you are releasing for production.

A Components Record screen will display, as shown:

The screenshot displays the 'Components' tab of the ITHAKA | CATS interface. The main panel shows a detailed record for a component named 'Political Studies'. Key fields include:

- Name:** Political Studies
- OCLC Number:** Vol. 1, no. 1-
- Extent (Pub Info):** 27927/gmch2q2h62
- Start Year:** Feb. 1953
- ISSN Status:** Migrated as null

Other sections visible include 'Title History', 'Rights', 'Acquisitions', 'Check-In/Source', 'Digitization', 'Repository', and 'Audit'. A sidebar on the right provides information about the 'Needed Source: Political Studies' and includes a 'Tags' section. At the bottom, there are 'Save' and 'Cancel' buttons.

- Refer to this Component Record screen for accessing the field information presented in the following tasks.

To Assign Cataloging for a Journal

The Data Release Coordinator may need to reference author information in CATS to assign cataloging for a journal. Once he/she locates the information, the cataloging assignment is handled outside of CATS, via e-mail.

To locate the SIG author and/or the title history author:

- From the Component Record screen that corresponds with the component being released, click on the Child Of link name in the badge area of the screen.

The Set Record screen is displayed, as shown:

Author field for the title history

SIG Author field

Title History Rights Acquisitions Check-In Source Digitization Wall Legacy Audit

Title History Status Completed OCLC Libraries Holding This Record Languages

Extent (Dates) Feb. 1953 Book Reviews Unknown

Extent (Pub. Info) Vol. 1, no. 1- Illustrations Unknown

Frequency Publishing Status Unknown Version Consulted Migrated as Null

Publisher (Title History) Publisher's Current Content Online Page Count Est. 36000

Publisher's Current Content Online Page Count Based On Migrated as Null

Author Choose

Date Completed 2001/01/01

Components in this Set (1)

ID	Title	Public Access	Recommendation	Extent (Pub. Info)	Extent (Date)	Start Year	Print ISSN	Digital ISSN	OCLC No.
27927grnch2h7m	Political Studies	Yes	Yes	Vol. 1, no. 1-	Feb. 1953	2002-3217	4620-3217	Migrated as null	

Related Components (0)

Title Relationships for Components in this Set (0)

2. Use the following information from the Set Record screen to assign the cataloging of this journal:

- The SIG author's name appears in the SIG Author field in the badge area of the Set Record screen.
- The name of the person who authored the title history appears in the Author field located on the right-hand side of the main panel, when the Title History internal tab is selected.

To Create / Modify the OCLC Record

Although the OCLC Record is modified outside of CATS, the Librarian may need to reference or modify bibliographic information in CATS while creating and/or modifying the OCLC record.

To locate the bibliographic information for the component:

1. From the Component Record screen that corresponds with the component being released, locate the bibliographic information that may be needed for updating and/or modifying the OCLC record.

The following sample will help you locate the information

The screenshot shows the ITHAKA | CATS interface for managing components. On the left, a sidebar displays basic information about the component, including its ID (27927gmch02w62), lifecycle status (Queued for Release), and publisher details (Stanford University Press). The main panel shows the component record with various fields. Two specific fields are highlighted with orange boxes: 'Extent (Pub Units)' containing 'Vol. 1, no. 1-' and 'Extent (Dates)' containing 'Feb. 1963-'. Another orange box highlights the 'Publisher' field in the sidebar. The right side of the interface includes tabs for Title History, Rights, Acquisitions, Check-In Source, Digitization, Repository, and Audit.

To Confirm the Correct Display of Test Data in the Staging Area

Testing release data in the Literatum staging area is external to CATS; however, the Data Release Coordinator may need to reference bibliographic and system information as well as sales information in CATS to ensure that the Literatum data is appearing correctly.

To verify staging area data against CATS:

1. Compare the bibliographic and system information with what exists on the Component Record screen in CATS.

The following example will help you locate this information for each component being released:

Component Name

System ID

EISSN / ISSN

Publisher

2. Compare the collections and disciplines listed in the Literatum Admin Tool and in the Staging Area with the collections and disciplines associated with the component and its parent set in CATS, as shown:

Component Badge

Collections and Disciplines information

Publisher information

Parent Set Badge

Collections and Disciplines information

Publisher information

3. Compare publisher information in the Literatum Admin Tool and Staging Area with publisher information on the component badge and parent set badge in CATS (refer to the sample badge illustrations immediately before this step).

Releasing Content

The Data Release Coordinator is now ready to release the content. This involves updating some release-specific field information on the component record and updating the component's production status to RELEASED.

To release content in CATS:

1. Log in to CATS
2. Click on the Components global tab to display the Components List screen.
3. Use the Default Skins drop-down list box to select the Release Prep Skin.
4. Use the filter fields to narrow the list of components.

For example, you may choose to use the Name field to filter based on part of the component name and/or use the Production Status filter field to filter based on components with a Production Status of QUEUED FOR RELEASE.

The resulting filtered Components List screen will display, like the one shown here:

Journal ID	Journal Title	ISSN	Component	Set	Year	Production Status	Prod Status
10.5454/00000000	administer	802-327	Political Studies		2006 (inclusive)	Not Set	Queued for Release
10.2507/00000004	accounting	818-404	Accounting Horizons Journal - Accounting Horizons Journal	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000005	advertising	808-428	Advertising		2006 (inclusive)	Not Set	Queued for Release
10.2507/00000003	politics	808-428	Journal of Modern Politics	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000077	published-reviews	808-428	Publication of the American Academy of the History of Art	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000083	correspondence	808-700	Current Research on Asian and Vietnamese Studies		2006 (inclusive)	Not Set	Queued for Release
10.2507/00000087	international	1543-4133	International Journal of Ethical Theory and Moral Philosophy	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000060	paperback	2101-3527	Journal of California and Western History	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000074	whitman	2103-8030	Whitman	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000063	referencebooks	808-604	Monograph Series	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000049	environmental	2801-3407	Environmental and History		2006 (inclusive)	Not Set	Queued for Release
10.2507/00000048	neurobiology	2108-7129	Microbiology and Molecular Biology	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000004	education	8178-0005	Education Assessment	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000070	transportation	8001-1142	Transportation Journal	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000081	sciencebook	1582-1142	Science Books	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000082	university-ed	2052-8008	Results from the Education Literature Review of the University of Minnesota	1	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000086	television	1108-4008	Television	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000060	international2	1028-7913	International Law	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000048	business	8001-9048	Business Law	2	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000084	administration	2001-8308	Administrative Law Review	2	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000086	scripted	1053-8308	Behavior and Philosophy	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000077	storytells	1548-2204	Storytells	5	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000081	businessand	8777-2027	Business & Professional Direct Journal	7	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000079	published2	1045-3055	Journal of Management Issues	3	2006 (inclusive)	Not Set	Queued for Release
10.2507/00000019	southwest	8704-870X	Southwestern Archetype	3	2006 (inclusive)	Not Set	Queued for Release

5. From the filtered Components List screen, locate and click on the component you are releasing.

A Components Record screen will be displayed, as shown:

The screenshot shows the ITHAKA | CATS interface with the 'Components' tab selected. On the left, there's a sidebar for 'Political Studies' with various details like ID, Lifecycle, Collections, Discipline, Participation Date, Licensee, and Rights. The 'Production Status' field is highlighted with an orange box and a callout pointing to it. The main panel shows fields for Name, OCLC Number, Extent (Pub Units), Start Year, Estimated Start Date, Estimated End Date, LTM Journal ID, LTM Journal Code, Selection Recommendation, ISSN Status, and ISSN Request Note. At the bottom right are 'Save' and 'Cancel' buttons.

- Locate the Production Status field in the badge area and click on the associated edit icon.

This will launch a wizard for updating the component's production status.

After continuing through the wizard's Permissions window, a Production Status window is displayed with a drop-down list for selecting a new production status.

The screenshot shows the 'Production Status' wizard window. It has two tabs at the top: '1. Permissions' (which is active) and '2. Char'. Below the tabs, there's a note: 'Enter the new value to apply to all the eligible records you selected.' A dropdown menu labeled 'Production Status' is open, showing three options: 'Choose...', 'Choose...', and 'Released'. The 'Released' option is highlighted with an orange box and a callout pointing to it.

- From the Production Status drop-down list, select Released; then click **Continue**.

The wizard displays a screen for entering the Release Date Actual, as shown.

Production Status

Additional information is required:

Release Date Actual 

8. Type the Actual Release Date (yyyy/mm/dd format) or use the calendar icon for selecting the date from a pop-up calendar. Click **Save**.



The Actual Release Date will automatically update the Projected Release Date. The final projection is always the actual date.

9. Continue through the remaining wizard screens until the final Results screen is displayed. Click **Return**.

You will return to the Components Record screen. Within a few seconds, the screen will be refreshed. The Production Status field in the badge area will be updated to RELEASED and the Release Date Actual field (on the Digitization internal tab) will reflect the date that was entered into the wizard, as shown:

Digitization internal tab

Release Date Actual field

Production Status is RELEASED

Moving Wall Flips for this Component (0)

BULK OPERATION: The task of releasing content will usually be done in bulk from the Components List screen. To accomplish this, switch to the Release Prep Skin, select the components you plan to release, and then select Production Status from the Bulk Operations drop-down listbox.



CHAPTER 10:

Disposing of Source Materials

When production has been completed, Inventory Specialists have the responsibility of disposing of source materials. These materials are disposed of in one of three ways:

- ITHAKA-owned source that is not a duplicate is shipped to the JSTOR Paper Repository at Harvard College Library (HCL)
- Source that is on loan to ITHAKA is returned to the lender
- Duplicate ITHAKA-owned source is recycled

Although the tasks for the above-mentioned disposition methods are handled outside of the system, CATS is used to gather information needed for returning the source and for logging disposition information for future reference. This chapter documents those places where CATS interfaces with the materials disposition process.

Shipping Source to HCL

After production is complete, much of the ITHAKA-owned source gets shipped to the Harvard College Library (HCL). Of course, the actual shipping process takes place outside of CATS; however, it's important to log the disposition of the source materials in CATS.

To log the disposition as HCL:

1. Log in to CATS.
2. Click on the Shipments global tab.
3. From the Shipments List screen, use the filter fields to narrow the list of shipments.

For example, you may choose to use the Name field to filter based on part of the Component Name and/or use the Lifecycle filter field to filter based on shipments with a lifecycle of Completed.

A filtered Issue Shipments list screen

CSP	CL	Sets	Component Name	Recycle	Extent (Pub Units)	Extent (Date)	Supplier	Committed	Order Type	Date Completed
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 98 No. 6	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2010/07/14 00:00
No	Not in CL	Social Scientist	Social Scientist	Completed	Vol. 38 No. 7/8	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2010/09/3 00:00
No	Not in CL	Social Scientist	Social Scientist	Completed	Vol. 38 No. 3/4	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2010/09/3 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 85-97 No. 1-6, all	1997-2009	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 98 No. 5	2010	SUBSCRIPTION AGENT	Migrated as Null	Subscription	2010/08/24 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 98 No. 1	2010	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 97 No. 1-8	2009	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 97 No. 5-6	2009	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 40 No. 1-3	1952	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 38-39 No. 1-4, all	1950-1951	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 22 No. 3	1934	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 11 No. 2	1923	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00
No	Not in CL	test CAT-366	American Scientist	Completed	Vol. 98 No. 1-4	2010	Morgan Ryan American Scientist Research Triangle Park, NC 27709 (800) 250-2444; mryan@mrcat.org	Migrated as Null	Donation	2010/07/26 00:00

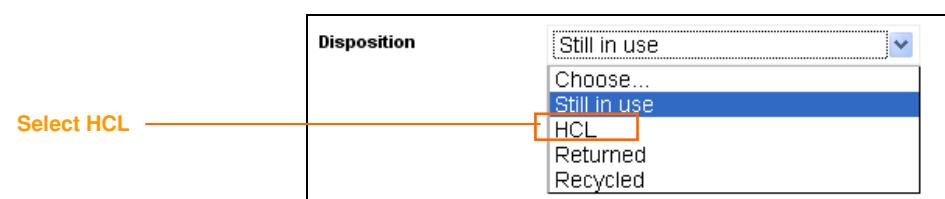
4. From the filtered Shipments List screen, locate and click on the shipment whose materials you are sending to HCL.

A Shipments Record screen will be displayed, as shown:

Disposition field

The screenshot shows the 'Shipments' tab selected in the header. The main area displays shipment details: ID: 27927/gmch16ts1x, Record Type: Issue Shipments, Extent (Date): 2010, Extent (Pub. Units): Vol. 98 No. 6, and Disposition: Still in use. A dropdown menu for 'Disposition' is open, showing options: Choose..., Still in use, HCL, Returned, and Recycled. The 'Still in use' option is currently selected. The 'HCL' option is highlighted with a red box.

5. Locate the Disposition drop-down list field, and select HCL, as shown:



6. Click Save.

Processing Materials Loaned to ITHAKA

When ITHAKA is ready to return loaned material to the lender, CATS provides information on where to return the material and any bindery specifications that are required before the material is returned. Besides gathering information from CATS, an Inventory Specialist should also enter disposition-related data into CATS for future reference.

To determine return requirements:

1. Log in to CATS.
2. Click on the Orders global tab.
3. From the Orders List screen, use the filter fields to narrow the list of orders.

For example, you may choose to filter based on orders that belong to a specific Set Name, with a Lifecycle of “Completed.” The resulting filtered Orders List screen might look like the following:

Supplier Type Obligation

Order Number	Supplier	Type	Obligation	Other Fields
PAI 0001	ithaka	Loan	Rebind	Completed
PAI 0002	ithaka	Loan	Rebind	Completed
PAI 0003	ithaka	Loan	Rebind	Completed
PAI 0004	ithaka	Loan	Rebind	Completed
PAI 0005	ithaka	Loan	Rebind	Completed
PAI 0006	ithaka	Loan	Rebind	Completed
PAI 0007	ithaka	Loan	Rebind	Completed
PAI 0008	ithaka	Loan	Rebind	Completed
PAI 0009	ithaka	Loan	Rebind	Completed
PAI 0010	ithaka	Loan	Rebind	Completed
PAI 0011	ithaka	Loan	Rebind	Completed
PAI 0012	ithaka	Loan	Rebind	Completed
PAI 0013	ithaka	Loan	Rebind	Completed
PAI 0014	ithaka	Loan	Rebind	Completed
PAI 0015	ithaka	Loan	Rebind	Completed
PAI 0016	ithaka	Loan	Rebind	Completed
PAI 0017	ithaka	Loan	Rebind	Completed
PAI 0018	ithaka	Loan	Rebind	Completed
PAI 0019	ithaka	Loan	Rebind	Completed
PAI 0020	ithaka	Loan	Rebind	Completed
PAI 0021	ithaka	Loan	Rebind	Completed
PAI 0022	ithaka	Loan	Rebind	Completed
PAI 0023	ithaka	Loan	Rebind	Completed
PAI 0024	ithaka	Loan	Rebind	Completed
PAI 0025	ithaka	Loan	Rebind	Completed
PAI 0026	ithaka	Loan	Rebind	Completed
PAI 0027	ithaka	Loan	Rebind	Completed
PAI 0028	ithaka	Loan	Rebind	Completed
PAI 0029	ithaka	Loan	Rebind	Completed
PAI 0030	ithaka	Loan	Rebind	Completed
PAI 0031	ithaka	Loan	Rebind	Completed
PAI 0032	ithaka	Loan	Rebind	Completed
PAI 0033	ithaka	Loan	Rebind	Completed
PAI 0034	ithaka	Loan	Rebind	Completed
PAI 0035	ithaka	Loan	Rebind	Completed
PAI 0036	ithaka	Loan	Rebind	Completed
PAI 0037	ithaka	Loan	Rebind	Completed
PAI 0038	ithaka	Loan	Rebind	Completed
PAI 0039	ithaka	Loan	Rebind	Completed
PAI 0040	ithaka	Loan	Rebind	Completed
PAI 0041	ithaka	Loan	Rebind	Completed
PAI 0042	ithaka	Loan	Rebind	Completed
PAI 0043	ithaka	Loan	Rebind	Completed
PAI 0044	ithaka	Loan	Rebind	Completed
PAI 0045	ithaka	Loan	Rebind	Completed
PAI 0046	ithaka	Loan	Rebind	Completed
PAI 0047	ithaka	Loan	Rebind	Completed
PAI 0048	ithaka	Loan	Rebind	Completed
PAI 0049	ithaka	Loan	Rebind	Completed
PAI 0050	ithaka	Loan	Rebind	Completed
PAI 0051	ithaka	Loan	Rebind	Completed
PAI 0052	ithaka	Loan	Rebind	Completed
PAI 0053	ithaka	Loan	Rebind	Completed
PAI 0054	ithaka	Loan	Rebind	Completed
PAI 0055	ithaka	Loan	Rebind	Completed
PAI 0056	ithaka	Loan	Rebind	Completed
PAI 0057	ithaka	Loan	Rebind	Completed
PAI 0058	ithaka	Loan	Rebind	Completed
PAI 0059	ithaka	Loan	Rebind	Completed
PAI 0060	ithaka	Loan	Rebind	Completed
PAI 0061	ithaka	Loan	Rebind	Completed
PAI 0062	ithaka	Loan	Rebind	Completed
PAI 0063	ithaka	Loan	Rebind	Completed
PAI 0064	ithaka	Loan	Rebind	Completed
PAI 0065	ithaka	Loan	Rebind	Completed
PAI 0066	ithaka	Loan	Rebind	Completed
PAI 0067	ithaka	Loan	Rebind	Completed
PAI 0068	ithaka	Loan	Rebind	Completed
PAI 0069	ithaka	Loan	Rebind	Completed
PAI 0070	ithaka	Loan	Rebind	Completed
PAI 0071	ithaka	Loan	Rebind	Completed
PAI 0072	ithaka	Loan	Rebind	Completed
PAI 0073	ithaka	Loan	Rebind	Completed
PAI 0074	ithaka	Loan	Rebind	Completed
PAI 0075	ithaka	Loan	Rebind	Completed
PAI 0076	ithaka	Loan	Rebind	Completed
PAI 0077	ithaka	Loan	Rebind	Completed
PAI 0078	ithaka	Loan	Rebind	Completed
PAI 0079	ithaka	Loan	Rebind	Completed
PAI 0080	ithaka	Loan	Rebind	Completed
PAI 0081	ithaka	Loan	Rebind	Completed
PAI 0082	ithaka	Loan	Rebind	Completed
PAI 0083	ithaka	Loan	Rebind	Completed
PAI 0084	ithaka	Loan	Rebind	Completed
PAI 0085	ithaka	Loan	Rebind	Completed
PAI 0086	ithaka	Loan	Rebind	Completed
PAI 0087	ithaka	Loan	Rebind	Completed
PAI 0088	ithaka	Loan	Rebind	Completed
PAI 0089	ithaka	Loan	Rebind	Completed
PAI 0090	ithaka	Loan	Rebind	Completed
PAI 0091	ithaka	Loan	Rebind	Completed
PAI 0092	ithaka	Loan	Rebind	Completed
PAI 0093	ithaka	Loan	Rebind	Completed
PAI 0094	ithaka	Loan	Rebind	Completed
PAI 0095	ithaka	Loan	Rebind	Completed
PAI 0096	ithaka	Loan	Rebind	Completed
PAI 0097	ithaka	Loan	Rebind	Completed
PAI 0098	ithaka	Loan	Rebind	Completed
PAI 0099	ithaka	Loan	Rebind	Completed
PAI 0100	ithaka	Loan	Rebind	Completed

4. Use the information on this screen to determine the following:
 - **Supplier:** The supplier name and address
 - **Type:** The order type is “Loan”
 - **Obligation:** Is “Rebinding” required as part of ITHAKA’s Return Obligation
5. From the filtered Orders List screen, locate and click on the order whose materials you are returning to the lender.
6. The associated Orders Record screen will be displayed, as shown:

Postmaster Address

Supplier and Supplier Contact fields

Type and Return Obligation fields

The screenshot shows the 'Order Information' tab for order 27927/dcs26j4zx. The 'Postmaster Address' field is highlighted in orange. The 'Supplier' and 'Supplier Contact Information' fields are also highlighted. The 'Type' (Loan) and 'Return Obligation' (Rebinding Required) fields are highlighted.

If the source material needs to be rebound, it will be prepared for and sent to a bindery. That process is tracked outside of CATS.

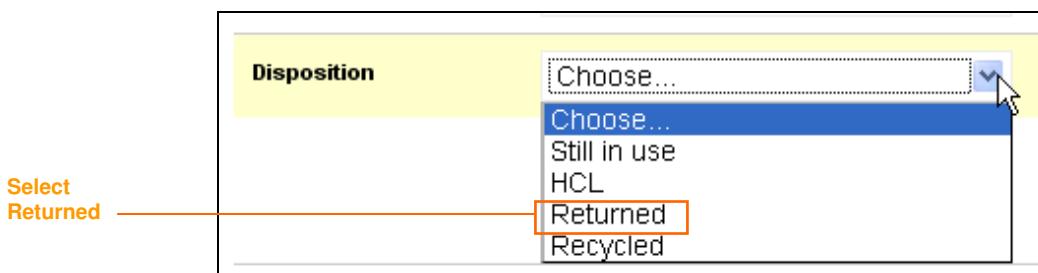
- Assuming you are ready to send the source material back to the lender, click on a shipment in the Shippments In This Order area to display the associated Shippments Record screen, as shown:

Return Date and Return Tracking fields

Disposition field

The screenshot shows the 'Shipments' tab for shipment 27927/dcs26j539. The 'Return Date' and 'Return Tracking' fields are highlighted. The 'Disposition' field is also highlighted.

- Locate the Disposition drop-down list field, and select Returned, as shown:



9. In the Return Date field type in the date (YYYY/MM/DD) on which the materials are being returned, or use the calendar icon to select the date from a pop-up calendar.
10. In the Return Tracking field, type the tracking number from the courier service used to return the source material.
11. Click **Save**.



Repeat this process, as necessary, for every shipment that needs to be returned for this order.

Disposing of ITHAKA-Owned Duplicates

Occasionally, ITHAKA finds itself in possession of two copies of an identical source issue. When that's the case, the duplicate can be recycled. This disposition should be logged into CATS.

To log the recycling of duplicates:

1. Log in to CATS.
2. Click on the Shipments global tab.
3. From the Shipments List screen, use the filter fields to narrow the list of shipments.

For example, you may choose to use the Name field to filter based on part of the Component Name and/or use the Lifecycle filter field to filter based on shipments with a lifecycle of Completed.

A filtered Shipments List screen

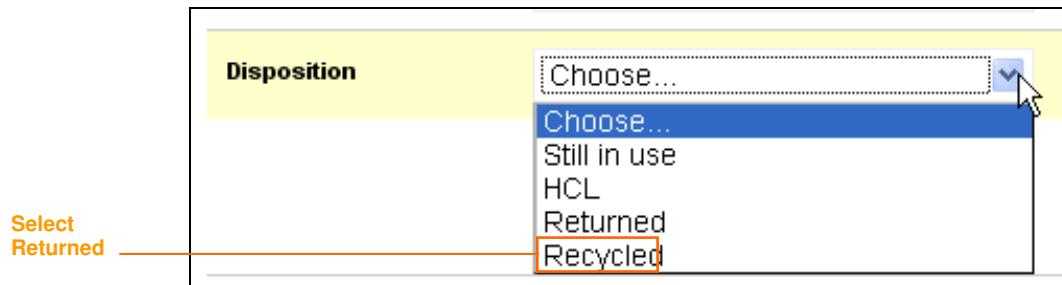
Shipments (35) Default Skin Request a Report <input style="margin-right: 5px;" type="button" value="Add Shipment"/> <input type="button" value="Copy Shipment"/>										
CSP	CL	Sets	Component Name	Lifecycle	Extent (Pub Units)	Extent (Date)	Supplier	Commitment	Order Type	Date Completed
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 1 No. 1,	1953-	Shelford Library	Potential	Loan
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 1 No. 1-Vol 1 No. 12 (all included in one volume which was shipped separately)	1953-1953	Shelford Library	Potential	Loan
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 1 No. 11	1953-1953	Shelford Library	Potential	Loan
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 2 No. 1-12	1954-1954	Shelford Library	Potential	Loan
<input type="checkbox"/>	No	Okay to Process	Political Studies	Political Studies	Completed	Vol 25(5) No. 1-5	1992-2002	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 24 No. 3-10	2001	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 25 No. 8-10	2000	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 25 No. 1-2	2000	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 15 No. 8	1999	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 22 No. 1-3	1999	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 28 No. 5,6	1999	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 31 No. 1	1999	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 40 No. 1-3	1997	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 28 No. 1	1999	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 29 No. 3	1999	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 27 No. 1-3	1995	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 28 No. 1-3	1993	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 25 No. 1-3	1992	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 24 No. 2-4	1991-1992	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 25 No. 4	1991	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 25 No. 1,2	1990	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 13 No. 1-3	1985	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 12-15 No. 1-4, all	1980-1982	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation
<input type="checkbox"/>	No	Not Set	Comparative Political Studies	Comparative Political Studies	Completed	Vol. 1-3 No. 1-4, all	1969-1977	Harvard Depository - Lee Anne Hooley	Migrated as Null	Donation

4. From the filtered Shipments List screen, locate and click on the shipment whose materials you are recycling.

A Shipments Record screen will be displayed, as shown:

The screenshot shows the ITHAKA | CATS interface with the 'Shipments' tab selected. On the left, there's a sidebar with various filters and details about the shipment. The main area has tabs for 'Information', 'siblings', 'Legacy', and 'Audit trial'. Under 'Information', there are fields for 'Extent (Publ. Unit)', 'Return Date', 'Return Tracking', 'Extent (Dates)', 'Quantity', 'Format', 'Condition', 'Note', 'Ownership', 'Return Obligation', and 'Disposition'. The 'Disposition' field is highlighted with an orange box and contains the value 'Choose...'. Other fields like 'Ownership' and 'Return Obligation' also have dropdown menus. At the bottom right, there are buttons for 'Delete', 'Save', and 'Cancel'.

5. Locate the Disposition drop-down list field, and select Recycled, as shown:



Click **Save**.

CHAPTER 11:

Updating the Issues Needed Webpage

In an effort to locate needed source, once a week (or more often), the Acquisitions Specialist updates ITHAKA's Issues Needed webpage, which can be viewed by all ITHAKA users. This chapter explains how CATS is used to ensure the Issues Needed webpage stays current, including a process for exporting Needed Source Lists to the Issues Needed webpage.

Listing Components that need to appear on the Issues Needed Page

To list all the components in this release that require being listed on the Issues Needed webpage:

1. Log in to CATS.
2. Click on the Components global tab.
The Components List screen is displayed.
3. From the Default Skin drop-down listbox, select Needed Source Skin.
The Components List screen is refreshed to show those fields that pertain to Needed Source.

Needed Source Skin

Component List screen displaying the Needed Source Skin (sample screen is truncated at the bottom)

Print ISSN	Component	Set	Needed Source	Needed Source Date Changed	Needed Source Changed By	List on BIN	Prod Status	ID
0032-3217	Political Studies	Political Studies	Vol. 4 - 39 (1956-1991); Vol. 51 - current (2002-current)	2010/11/22	Individ	Yes	Released	27927/gmrc02qhs2
0040-005X	Tax Lawyer	Tax Lawyer	Tax Lawyer Vol. 61 (2007-2008); Vol. 62, nos. 1-3 (2008-2009); Vol. 63, nos. 1-3 (2009-2010); 58 Bulletin of the American Bar Association, American Bar Association (1950-1961); 59 Bulletin of the American Bar Association, American Bar Association (1962-1970); 60 Bulletin of the American Bar Association, American Bar Association (1971-1980); 61 Bulletin of the American Bar Association, American Bar Association (1981-1990); 62 Bulletin of the American Bar Association, American Bar Association (1991-2000); See Notes	2010/11/16	JSOURCE Migration	Yes	QC Completed	27927/gmrc02q7z9
0800-7537	Bulletin of the Section of Taxation, American Bar Association	Tax Lawyer	See Notes			No	QC Started	27927/gmrc02q54k
0867-8903	Bulletin Review of Anthropology	Journal of World Prelatory	Journal of World Prelatory No. 1 (1960-1969); See Notes	2010/11/16	JSOURCE Migration	No	Released	27927/gmrc02q50s
0900-7537	Journal of World Prelatory	Journal of World Prelatory	Journal of World Prelatory Vol. 1 - Vol. 23, no. 2 (1987 - 2001) 118(1980) PHE See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q543
0028-8663	New Zealand Slavonic Journal	New Zealand Slavonic Journal	Archive for History of Exact Sciences Vol. 1 - 64, no. 5 (1960-2010) 118(1980) PHE See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q5kvv
0003-9919	Archive for History of Exact Sciences	Archive for History of Exact Sciences	Archive for History of Exact Sciences Vol. 1 - 64, no. 5 (1960-2010) 118(1980) PHE See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q5365
	economics	economics				No	New	27927/gmrc02q54-k
	Plant Ecology and Evolution	Plant Ecology and Evolution				No	New	27927/gmrc02q54-k
1068-5502	Journal of Agricultural and Resource Economics	Journal of Agricultural and Resource Economics	Journal of Agriculture and Resource Economics Vol. 17 (Current) 1980-2007; Vol. 18 (1981-1987); Vol. 19 (1982-1988); Vol. 20 (1983-1989); Vol. 21 (1984-1990); Vol. 22 (1985-1991) Proceedings, Annual Meeting (1981-1987); Vol. 23 (1986-1987) Proceedings of the International Conference on Farm Economics Association (1981-1987); Vol. 24 (1982-1987); Vol. 25 (1983-1987); Vol. 26 (1984-1987); Vol. 27 (1985-1987); Vol. 28 (1986-1987); Vol. 29 (1987-1987); See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q5986
	JRas	JRas				No	New	27927/gmrc02q50aq
0217-8620	Socialism: Journal of Social Issues in Southeast Asia	Socialism: Journal of Social Issues in Southeast Asia	Socialism: Journal of Social Issues in Southeast Asia Vol. 1 - 25, no. 1 (1986-2010) 15(1979) PHE	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q5p8g

4. With the Needed Source Skin displayed, filter the List on BIN column based on a value of "Yes."

The results of this step will feed the exporting process described next.

Exporting Needed Source Info to the Issues Needed Webpage

To export Needed Source Info:

- Using the list you created above of only those components that have a List on BIN value of "Yes," select the Request a Report drop-down list on the Components List screen / Needed Source Skin.

Needed Source Skin

Filtered List: List on BIN = Yes

Request a Report

Print ISSN	Component	Set	Needed Source	Needed Source Date Changed	Needed Source Changed By	List on BIN	Prod Status	ID
0032-3217	Political Studies	Political Studies	Vol. 4 - 39 (1956-1991); Vol. 51 - current (2002-current)	2010/11/22	Individ	Yes	Released	27927/gmrc02qhs2
0040-005X	Tax Lawyer	Tax Lawyer	Tax Lawyer Vol. 61 (2007-2008); Vol. 62, nos. 1-3 (2008-2009); Vol. 63, nos. 1-3 (2009-2010); 58 Bulletin of the American Bar Association, American Bar Association (1950-1961); 59 Bulletin of the American Bar Association, American Bar Association (1962-1970); 60 Bulletin of the American Bar Association, American Bar Association (1971-1980); 61 Bulletin of the American Bar Association, American Bar Association (1981-1990); 62 Bulletin of the American Bar Association, American Bar Association (1991-2000); See Notes	2010/11/16	JSOURCE Migration	Yes	QC Completed	27927/gmrc02q7z9
0800-7537	Journal of World Prelatory	Journal of World Prelatory	Journal of World Prelatory Vol. 1 - Vol. 23, no. 2 (1987 - 2001) 118(1980) PHE See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q543
0028-8663	New Zealand Slavonic Journal	New Zealand Slavonic Journal	Archive for History of Exact Sciences Vol. 1 - 64, no. 5 (1960-2010) 118(1980) PHE See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q5kvv
0003-9919	Archive for History of Exact Sciences	Archive for History of Exact Sciences	Archive for History of Exact Sciences Vol. 1 - 64, no. 5 (1960-2010) 118(1980) PHE See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q5365
1068-5502	Journal of Agricultural and Resource Economics	Journal of Agricultural and Resource Economics	Journal of Agriculture and Resource Economics Vol. 17 (Current) 1980-2007; Vol. 18 (1981-1987); Vol. 19 (1982-1988); Vol. 20 (1983-1989); Vol. 21 (1984-1990); Vol. 22 (1985-1991) Proceedings, Annual Meeting (1981-1987); Vol. 23 (1986-1987) Proceedings of the International Conference on Farm Economics Association (1981-1987); Vol. 24 (1982-1987); Vol. 25 (1983-1987); Vol. 26 (1984-1987); Vol. 27 (1985-1987); Vol. 28 (1986-1987); Vol. 29 (1987-1987); See Notes	2010/11/16	JSOURCE Migration	Yes	Acquisition Started	27927/gmrc02q5986

This will automatically export the screen details for each component's needed source list to an Excel spreadsheet.

2. Access your ITHAKA e-mail address to view the Excel spreadsheet that was exported from CATS.

Following is an example of a Needed Source spreadsheet that was exported from CATS.

	A	B	C	D	E	F	G	H	I	J	K
1	Component	Lifecycle	Set	List on Bl	Update Bl	Needed S	Needed S	Needed S	ID	Date	Modified
2	CAT-366	S New	CAT-366	S No	No					27927/dcs;2010/11/02	
3	Orange	New	CAT-366	S No	No					27927/dcs;2010/11/02	
4	Componen	New	Componen	No	No					27927/dcs;2010/11/02	
5	Annals of t	Released	Annals of t	No	No					27927/gmc;2010/11/02	
6	Statistical	Released	Statistical	No	No					27927/gmc;2010/11/02	
7	Annals of t	Released	Annals of t	No	No					27927/gmc;2010/11/02	
8	Annals of /	Queued for	Annals of /	No	No	Journal bei JSOURCE	2010/10/22	27927/gmc;2010/11/02			
9	Annals of f	Released	Annals of f	No	No					27927/gmc;2010/11/02	
10	NSF-CBM:	Released	NSF-CBM:	No	No					27927/gmc;2010/11/02	
11	Lecture Nc	Released	Lecture Nc	No	No					27927/gmc;2010/11/02	
12	Annals of /	Released	Annals of /	No	No					27927/gmc;2010/11/02	
13	CAT-366	New	test CAT-3	No	No					27927/dcs;2010/11/02	
14	Werk	Review Sta	Werk	No	No					27927/gmc;2010/11/02	
15	Sigma Xi	C Production	test CAT-3	No	No					27927/gmc;2010/11/02	
16	American	f Released	test CAT-3	No	No					27927/gmc;2010/11/02	
17	test CAT-3	New	Journal of I	No	No					27927/dcs;2010/11/02	
18	Bauen + V	Review Sta	Bauen + V	No	No					27927/gmc;2010/11/02	
19	Journal of I	Released	Journal of I	No	No					27927/gmc;2010/11/02	
20	American	I Production	American	No	No					27927/gmc;2010/11/02	

Sample of Excel
spreadsheet of
Needed Source
exported from
CATS

CHAPTER 12:

Ongoing Production Tasks

After the initial production of a journal, ongoing production is simply an iteration of many of the same processes that were used for initial production. This chapter lists the ongoing production tasks that members of the ITHAKA team perform after initial production is completed for a journal. Anywhere you see **LOOK ▶** refers to an earlier section of the manual that documents the steps you can apply to ongoing production.



In addition to the list of tasks in this chapter, the Guide's Table of Contents presents a comprehensive list of all the processes and tasks in this Guide.

Processing Orders and Shipments

The following list presents ongoing tasks pertaining to orders and shipments, including pointers to documentation that can be applied to these tasks.

Creating an Order and Shipments

LOOK ▶ Chapter 6: “Creating an Order”

Receiving Shipments

LOOK ▶ Chapter 6: “Receiving Shipments”

Copying Shipments (as needed)

LOOK ▶ Chapter 6: “Copying a Shipment”

Creating Shipments (as needed)

LOOK ▶ Chapter 6: “Adding a Shipment to an Order”

Creating Order Problems (as needed)

LOOK ▶ Chapter 6: “Logging an Order Problem”

Resolving Order Problems (as needed)

LOOK ▶ Chapter 6: “Advancing an Order Problem through Its Lifecycle”

Shelving Source

LOOK ▶ Chapter 6: “Determining a Shelving Location”

Closing Orders

LOOK ▶ Chapter 6: “Closing an Order”

Prepping for Digitization / Performing Follow-up QC

The following list presents ongoing tasks that must be performed in CATS immediately before and after source digitization. Also included are pointers to documentation that can be applied to these tasks.

Scheduling for Digitization

LOOK ▶ Chapter 7: “Scheduling Digitization for a Component”

Locating Missing Source Reported by the Vendor

LOOK ▶ Chapter 7: “Checking for Needed Source”

Performing Quality Control

LOOK ▶ Chapter 8: “Performing Quality Control on Digitized Content”

Identifying CIL Content

LOOK ▶ Chapter 8: “Identifying Current Issues Linking (CIL) Content in the Release”

Releasing Content

The following list presents ongoing tasks that must be performed in CATS immediately before and after source digitization. Also included are pointers to documentation that can be applied to these tasks.

Scheduling for Release

LOOK ▶ Chapter 9: “Scheduling a Component for Release”